

**WorkSource Workshops continued from inside...**

**Prepare for Job Interviews**

Learn the benefits of pre-interview prep and how to respond to tough questions in the most positive way possible.

Tues., April 3, 11 a.m.-1:15 p.m.	Gig Harbor Pierce County Library
Wed., May 16, 2-4 p.m.	University Place Pierce County Library
Tues., June 5, 2-4 p.m.	Fife Pierce County Library

**Resume and Cover Letters**

Learn how resumes and cover letters convey to a potential employer who you are, what you know and what you have to offer. Explore different resume formats to best display your skills, knowledge and abilities.

Thurs., April 19, 2-4:15 p.m.	Lakewood Pierce County Library
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**Skills and Abilities Analysis**

Identify, demonstrate and gain confidence in your skills and personal qualities in ways that will be meaningful to employers. Learn oral communication skills and practice delivering a 60-second commercial about yourself—a brief, high-impact presentation to potential employers.

Thurs., May 31, 2-4:15 p.m.	Lakewood Pierce County Library
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**Stress Management**

Is the job search dragging you down? This interactive session addresses how stress impacts you during the job search and how to manage it, including: defining stress and how it's impacting our lives, job seeker depression, anxiety, self-confidence in the job search, PTSD and self-care.

Fri., April 6, 2-4 p.m.	Lakewood Pierce County Library
Wed., May 16, 11 a.m.-1:15 p.m.	University Place Pierce County Library
Fri., June 15, 2-4 p.m.	South Hill Pierce County Library

**PIERCE COUNTY LIBRARY SYSTEM**

**Administrative Center and Library**

3005 112th St. E., Tacoma 98446-2215 • 253-548-3300

**Anderson Island Pierce County Library**

Anderson Island Community Club  
11319 Yoman Road 98303 • 253-548-3536

**Bonney Lake Pierce County Library**

18501 90th St. E. 98391 • 253-548-3308

**Buckley Pierce County Library**

123 S. River Ave. 98321 • 253-548-3310 or 360-829-0300

**DuPont Pierce County Library**

1540 Wilmington Drive 98327 • 253-548-3326

**Eatonville Pierce County Library**

205 Center St. W. 98328 • 253-548-3311 or 360-832-6011

**Fife Pierce County Library**

6622 20th St. E. 98424 • 253-548-3323

**Gig Harbor Pierce County Library**

4424 Point Fosdick Drive N.W. 98335 • 253-548-3305

**Graham Pierce County Library**

9202 224th St. E. 98338 • 253-548-3322

**Key Center Pierce County Library**

8905 KPN, Lakebay 98349 • 253-548-3309

**Lakewood Pierce County Library**

6300 Wildaire Road S.W. 98499 • 253-548-3302

**Milton/Edgewood Pierce County Library**

900 Meridian E., Suite 29, Milton 98354 • 253-548-3325

**Orting Pierce County Library**

202 Washington Ave. S. 98360 • 253-548-3312

**Parkland/Spanaway Pierce County Library**

13718 Pacific Ave. S., Tacoma 98444 • 253-548-3304

**South Hill Pierce County Library**

15420 Meridian E. 98375 • 253-548-3303

**Steilacoom Pierce County Library**

2950 Steilacoom Blvd. 98388 • 253-548-3313

**Summit Pierce County Library**

5107 112th St. E., Tacoma 98446 • 253-548-3321

**Sumner Pierce County Library**

1116 Fryar Ave. 98390 • 253-548-3306

**Tillicum Pierce County Library**

14916 Washington Ave. S.W., Lakewood 98498 • 253-548-3314

**University Place Pierce County Library**

3609 Market Place W., Suite 100 98466 • 253-548-3307



**Equal Opportunity—Equal Access**  
WorkForce Central is an equal opportunity employer and provider of employment and training services. Free auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service 711.

WorkForce Central receives funding to provide employment and training services through the Department of Labor, Employment and Training Administration, and other federal, state and local resources.



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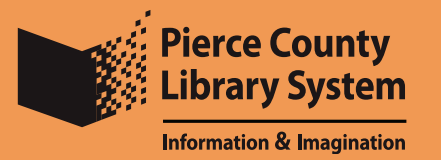
Get connected with employment experts.  
Get training, skills and information.  
Get hired.

[gethired.pcls.us](http://gethired.pcls.us)



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To request this document in an alternate format, call 253-548-3431 or Washington Relay TTY 711.



FREE

# GET HIRED

## Job Help from Pierce County Library System

gethired.pcls.us

The library partners with WorkForce Central and WorkSource Washington to help you get hired, whether you're looking for your first job or a better one. Email [gethired@piercecountylibrary.org](mailto:gethired@piercecountylibrary.org) for more information.

Registration for **GET HIRED** classes is required at [piercecountylibrary.org/calendar](http://piercecountylibrary.org/calendar). [gethired.pcls.us](http://gethired.pcls.us)

### MICROSOFT CERTIFICATION PROGRAM

Earn your free Microsoft certification with our three-step program.

Learn more and enroll at [techcert.pcls.us](http://techcert.pcls.us).



#### Three Steps to Certification

- 1. Enroll**  
Fill out a survey, including a skills assessment, to receive a personal learning plan.
- 2. Learn**  
Work through your learning plan and attend a Microsoft Certification Practice session.
- 3. Certify**  
Earn a voucher to take an exam for free.

#### Microsoft Office Specialist (MOS) Certifications available:



Access 2013 • Excel 2013 • Excel 2013 Expert • OneNote 2013 • Outlook 2013  
PowerPoint 2013 • SharePoint 2013 • Word 2013 • Word 2013 Expert

#### Microsoft Technology Associate (MTA) Certifications available:



Cloud Fundamentals • Database Fundamentals • HTML5 App Development Fundamentals • JavaScript • Networking Fundamentals • Python Security Fundamentals • Software Development Fundamentals  
Windows Server Administration Fundamentals

Learn more about free technology certification at [techcert.pcls.us](http://techcert.pcls.us)

### JOB CLUB

This casual-yet-informative group meets every second and fourth Friday to share employment tips. Receive support in your job search and learn from other job seekers. Coffee provided. Job Club meets at South Hill Pierce County Library.

Fri., April 13, 1-3 p.m.  
Fri., April 27, 1-3 p.m.  
Fri., May 11, 1-3 p.m.  
Fri., May 25, 1-3 p.m.  
Fri., June 8, 1-3 p.m.  
Fri., June 22, 1-3 p.m.

### DROP-IN HELP WITH WORKSOURCE

WorkSource employment experts help with your specific questions about all things employment-related—resumes, unemployment claims, job coaching and interview prep.

Mondays, 10 a.m.-noon & 2-4 p.m. Parkland/Spanaway Pierce County Library  
Mondays, 10 a.m.-noon & 2-4 p.m. University Place Pierce County Library  
Tuesdays, 10 a.m.-noon & 2-4 p.m. Lakewood Pierce County Library

### WORKSOURCE WORKSHOPS

Earn a UI job search credit for most of these classes.

#### Effective Applications and Resumes

Get tips for creating effective applications, resumes and cover letters while learning how to navigate those sometimes sticky situations in the application process.

Thurs., April 12, 11 a.m.-1:15 p.m. Milton/Edgewood Pierce County Library  
Thurs., May 17, 11 a.m.-1:15 p.m. Parkland/Spanaway Pierce County Library  
Wed., June 27, 11 a.m.-1:15 p.m. Administrative Center and Library

#### Email: Professional Communication\*

Learn about the best practices of professional communication, different email features and safety. Explore free online resources.

Thurs., April 12, 2-4 p.m. Milton/Edgewood Pierce County Library

#### Get Hired Help

Has your job search process stalled? Want to learn more tech skills? Need to write your resume? Arrive by 3 p.m. to be guaranteed help by library and WorkSource staff for your tech and job-related questions. (Not eligible for UI job search credit.)

Wed., May 23, 2-4 p.m. Parkland/Spanaway Pierce County Library  
Tues., June 5, 11 a.m.-1 p.m. Fife Pierce County Library  
Wed., June 27, 2-4 p.m. Administrative Center and Library

### WORKSOURCE WORKSHOPS CONTINUED...

#### Job Hunting for Mature Workers

Concerned that age is impacting your job search? Address issues such as over-qualification or career changes.

Fri., April 6, 11 a.m.-1:15 p.m. Lakewood Pierce County Library  
Tues., May 8, 2-4 p.m. Bonney Lake Pierce County Library  
Fri., June 15, 11 a.m.-1:15 p.m. South Hill Pierce County Library

#### Job Search Strategies

Learn a variety of job-search methods to increase your chances at finding the perfect job. Find out about strategies to locate job openings, like networking, informational interviews and using the internet.

Thurs., June 21, 1-3:15 p.m. Lakewood Pierce County Library

#### Job Seeker's Guide to the Cloud\*

Learn how cloud technologies such as Google Drive, Microsoft OneDrive and Dropbox can assist you in your job search.

Tues., May 8, 11 a.m.-1 p.m. Bonney Lake Pierce County Library

#### Job Seeker Services—Russian

Designed for those whose primary languages are Russian, Romanian or Ukrainian. Learn the best ways to approach your job search.

Wed., May 23, 11 a.m.-1 p.m. Parkland/Spanaway Pierce County Library

#### LinkedIn Help Session

Learn how to expand your network, search for LinkedIn-advertised jobs and do company research. Attendees must have a current LinkedIn profile. Need help setting up an account? Ask a librarian for help.

Tues., April 3, 2-4 p.m. Gig Harbor Pierce County Library  
Thurs., May 17, 2-4 p.m. Parkland/Spanaway Pierce County Library

#### Plan Your Job Search

Learn techniques for finding work, how to create a job-search plan and strategies for contacting employers. Other topics include planning your next career move, using social media and ways to maximize your chances to find work faster.

Wed., April 18, 1-3:15 p.m. Orting Pierce County Library

WorkSource Workshops continued on back...

\* Taught by library staff

ONLINE RESOURCES  
for Your Job Search  
[gethired.pcls.us](http://gethired.pcls.us)



Get your resume reviewed. Practice for your interview with online coaches.



Video training on countless topics. Certificate of completion provided.

Microsoft **Imagine Academy**

More than 1,000 online courses. Microsoft certification is an employer-recognized skill.



Practice tests for school and careers, as well as great resume tools.



Hundreds of continuing education classes facilitated by trained instructors.



Research careers and training opportunities.