

WorkSource Workshops continued from inside...

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., Jan. 18, 1-3:15 p.m. Lakewood Pierce County Library

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., Feb. 22, 1-3:15 p.m. Lakewood Pierce County Library

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.

Wed., Jan. 17, 2-4 p.m. Fife Pierce County Library
 Wed., Feb. 21, 2-4 p.m. Graham Pierce County Library
 Thurs., March 15, 11 a.m.-1:15 p.m. Parkland/Spanaway Pierce County Library

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

Connect with Metropolitan Development Council

Get connected with MDC programs and learn about eligibility for support for housing, healthcare, education and employment.

Wednesdays, 3-5 p.m. Lakewood 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

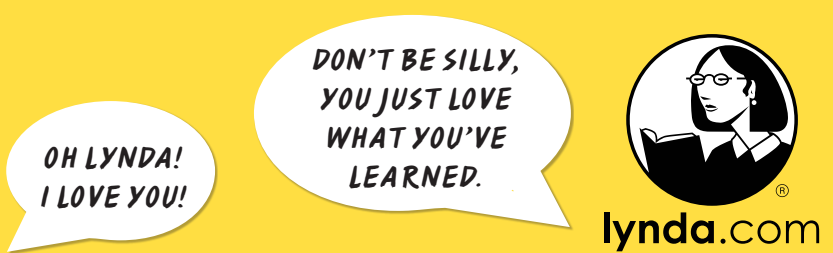
Sumner Pierce County Library
 1116 Fryar Ave. 98390 • 253-548-3306

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



Learn it all. Learn it fast. Learn it now.



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.



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

gethired.pcls.us



piercecountylibrary.org • 253-548-3300

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



12/17 (5M)



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@piercecounyalibrary.org for more information.

Registration for **GET HIRED** classes is required at piercecounyalibrary.org/calendar. gethired.pcls.us

MICROSOFT CERTIFICATION PROGRAM

Earn your free Microsoft certification with our three-step program. Learn more and enroll at gethired.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 Certification Practice

Get hands-on practice with Microsoft 2013, take a practice test and have your questions answered by knowledgeable staff in preparation for your Microsoft certification exam. You must be enrolled in the Microsoft Certification Program to participate.

Tues., Jan. 2, 5-7 p.m.	Administrative Center and Library
Sat., Jan. 6, 10 a.m.-noon	Administrative Center and Library
Tues., Jan. 16, 5-7 p.m.	Administrative Center and Library
Sat., Jan. 20, 1-3 p.m.	Administrative Center and Library
Sat., Feb. 3, 10 a.m.-noon	Administrative Center and Library
Tues., Feb. 6, 5-7 p.m.	Administrative Center and Library
Sat., Feb. 17, 1-3 p.m.	Administrative Center and Library
Tues., Feb. 20, 5-7 p.m.	Administrative Center and Library
Sat., March 3, 10 a.m.-noon	Administrative Center and Library
Tues., March 6, 5-7 p.m.	Administrative Center and Library
Sat., March 17, 1-3 p.m.	Administrative Center and Library
Tues., March 20, 5-7 p.m.	Administrative Center and Library

CERTIFICATION EXAMS

Free testing for those who have completed the Microsoft Certification Program.

Tues., Jan. 9, 4-5 p.m. & 6-7 p.m.	Administrative Center and Library
Sat., Jan. 13, 10-11 a.m. & 1-2 p.m.	Administrative Center and Library
Tues., Jan. 23, 4-5 p.m. & 6-7 p.m.	Administrative Center and Library
Sat., Jan. 27, 10-11 a.m. & 1-2 p.m.	Administrative Center and Library
Sat., Feb. 10, 2-3 p.m. & 3:15-4:15 p.m.	Administrative Center and Library
Tues., Feb. 13, 5-6 p.m. & 7-8 p.m.	Administrative Center and Library
Sat., Feb. 24, 10-11 a.m. & 1-2 p.m.	Administrative Center and Library
Tues., Feb. 27, 4-5 p.m. & 6-7 p.m.	Administrative Center and Library
Sat., March 10, 10-11 a.m. & 1-2 p.m.	Administrative Center and Library
Tues., March 13, 4-5 p.m. & 6-7 p.m.	Administrative Center and Library
Sat., March 24, 10-11 a.m. & 1-2 p.m.	Administrative Center and Library
Tues., March 27, 4-5 p.m. & 6-7 p.m.	Administrative Center and Library

Learn more about free technology certification at 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. Participants receive UI job search credit.

Fri., Jan. 12, 1-3 p.m.	South Hill Pierce County Library
Fri., Jan. 26, 1-3 p.m.	South Hill Pierce County Library
Fri., Feb. 9, 1-3 p.m.	South Hill Pierce County Library
Fri., Feb. 23, 1-3 p.m.	South Hill Pierce County Library
Fri., March 9, 1-3 p.m.	South Hill Pierce County Library
Fri., March 23, 1-3 p.m.	South Hill 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., March 29, 11 a.m.-1:15 p.m.	Buckley Pierce County Library
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Email: Professional Communication*

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

Thurs., Jan. 4, 2-4 p.m.	Sumner Pierce County Library
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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.)

Tues., Jan. 30, 2-4 p.m.	Tillicum Pierce County Library
Thurs., Feb. 8, 2-4 p.m.	Milton/Edgewood Pierce County Library
Tues., Feb. 27, 2-4 p.m.	Parkland/Spanaway Pierce County Library
Wed., March 21, 2-4 p.m.	Steilacoom Pierce County Library

Job Hunting for Mature Workers

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

Wed., Jan. 17, 11 a.m.-1:15 p.m.	Fife Pierce County Library
Wed., Feb. 21, 11 a.m.-1:15 p.m.	Graham Pierce County Library
Thurs., March 15, 2-4 p.m.	Parkland/Spanaway Pierce County Library

WORKSOURCE WORKSHOPS CONTINUED...

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., March 8, 2-4:15 p.m.	Lakewood Pierce County Library
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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., Feb. 13, 11 a.m.-1 p.m.	Administrative Center and Library
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Job Seeker Services—Russian

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

Tues., Feb. 27, 11 a.m.-1 p.m.	Parkland/Spanaway Pierce County Library
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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.

Thurs., Jan. 4, 11 a.m.-1:15 p.m.	Sumner Pierce County Library
Thurs., Feb. 8, 11 a.m.-1:15 p.m.	Milton/Edgewood 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., March 21, 11 a.m.-1 p.m.	Steilacoom Pierce County Library
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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., Jan. 30, 11 a.m.-1:15 p.m.	Tillicum Pierce County Library
Tues., Feb. 13, 2-4 p.m.	Administrative Center and Library
Thurs., March 29, 2-4 p.m.	Buckley Pierce County Library

WorkSource Workshops continued on back...

* Taught by library staff

ONLINE RESOURCES for Your Job Search gethired.pcls.us




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



Video training on countless topics. Certificate of completion provided.




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.