

## March 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b>
<b>4</b>  <b>10:00am-12:00pm</b> Open Lab Assistance	<b>5</b>  <b>10:00am - 11:00am</b> Cover Letters that work	<b>6</b>  <b>10:00am-11:00am</b> Ace the Interview  <b>12:00pm</b> DTA Orientation	<b>7</b>  <b>10:00am-11:00am</b> Using Labor Market Information for Your Job Search	<b>8</b>
<b>11</b>  <b>10:00am-12:00pm</b> Open Lab Assistance	<b>12</b>  <b>10:00am - 11:00am</b> Resumes That Work	<b>13</b>  <b>10:00am – 11:00am</b> WIOA Pathways To Training	<b>14</b>  <b>10:00AM – 11:00am</b> TORQ WORKSHOP	<b>15</b>
<b>18</b>  <b>10:00am-12:00pm</b> Open Lab Assistance	<b>19</b>  <b>10:00am - 11:00am</b> Cover Letters that work	<b>20</b> <b>10:00am-11:00am</b> Ace the Interview  <b>10:00am–11:30</b> Operation Able Info Session  <b>12:00pm</b> DTA Orientation	<b>21</b>  <b>10:00am-11:00am</b> Using Labor Market Information for Your Job Search	<b>22</b>
<b>25</b>  <b>10:00am-12:00pm</b> Open Lab Assistance	<b>26</b>  <b>10:00am - 11:00am</b> Resumes That Work.	<b>27</b>  <b>10:00am – 11:00am</b> WIOA Pathways To Training	<b>28</b>  <b>10:00AM – 11:00am</b> TORQ WORKSHOP	

**All workshops & appointments are done virtually. You will need internet access, an email, a computer with a camera OR a Smartphone**

### **Resumes That Work**

This workshop will help you understand what employers look for in a resume. It covers the layout, content, and how the words you use can increase your chances of getting an interview.

### **Cover Letters That Work**

This workshop will give you Cover Letter basics such as formatting and language. Your cover letter is what gets your resume read. Join us to learn how to create a strong cover letter.

### **Career Skills**

Learn skills and professional best practices to be successful in in the workplace

### **WIOA Pathways to Training**

Do you need training to find employment? Funds are available to pay for training by an approved training provider. This session will give you all the details on how to apply, the eligibility requirements to qualify and inform you of the types of training available

### **WIOA Individualized Services**

Are you seeking employment but you don't know where to begin? Come learn about the benefits about working with a MassHire Career Advisor on your employment goals. This session will go over the eligibility requirements and get you connected with a career advisor.

### **Using Labor Market Information for Your Job Search**

This workshop will help you learn how Labor Market Information can drive your job search.

### **TORQ Workshop**

TORQ is a website that helps Job Seekers quantify and score - based on past work experience -- their knowledge, skills and abilities. Using the "TORQ score," a Job Seeker can better understand the difficulties in transitioning from one occupation to another occupation

### **Ace the Interview**

Learn actionable strategies that will give you the confidence to ace your next job interview.

### **Open Assistance Lab**

Get some staff guidance on updating your resume, applying to a job, developing a resume, researching Labor Market Information, etc. \*registration required\*

### **Operation ABLE Information Session**

Learn about training opportunities for the ages of 55 and up