



Ottawa  
County

A proud partner of the AmericanJobCenter® network

# Job Search Work Shop

*in conjunction with*

## Ohio State University Extension

*1<sup>st</sup> & 3<sup>rd</sup> Monday of every month: 12:00 p.m. to 1:00 p.m.*

### ➤ **Basic Computer Skills Class**

*Every Monday: 1:00 p.m. to 2:00 p.m.*

- **Week 1 (First Monday of Every Month)**
  - Email Accounts (If needed)
  - OMJ Registration & Orientation
  - Career Exploration
- **Week 2 (Second Monday of Every Month)**
  - Resume Basics
  - Build a Resume
  - Build Cover Letter (as needed)
- **Week 3 (Third Monday of Every Month)**
  - Networking
  - Job Search
  - Filling Out an Application
- **Week 4 (Fourth Monday of Every Month)**
  - What to Wear to an Interview
  - Do's and Don'ts in an interview
  - Mock Interviews

*Every Monday: 2:00 p.m. to 3:00 p.m.*

- **Supplemental Nutrition Assistance Education Program (SNAP-Ed)**
- **Nutrition and Healthy Living**

Please register in the Ohio Means Job Center of Ottawa County:

8043 W. State Route 163, Oak Harbor, Ohio 43449

Lori Delpercio (419) 707-8615

Valerie Mannon (419) 707-8605