

# Workforce Center of Will County

## May 2022

The Workforce Center of Will County provides services to job seekers throughout Will County. From developing or updating your résumé to brushing up on your interviewing skills, we can help at no cost to Will County residents.

All events are held at  
2400 Glenwood Avenue in Joliet  
unless noted otherwise.

Contact us today to learn more!



**Website:** [www.will.works](http://www.will.works)



**Phone Number:** 815.727.4444



**Facebook:** Workforce Center of Will County



**Twitter:** @workwillcounty



**LinkedIn:** Workforce Center of Will County



**Instagram:** Workforce Center of Will County



**YouTube:** @workwillcounty



# WORKSHOP & EVENT SCHEDULE

## TRAINING

### Adult Education Services

Joliet Junior College Department of Adult Education and Literacy provides English as a Second Language classes, Basic Skill Development classes, High School Equivalency (GED) classes, and volunteer tutor program as well as access to other college classes.

To learn more about this program, visit:

[www.jjc.edu/community/workforce-education-adult-ed-literacy](http://www.jjc.edu/community/workforce-education-adult-ed-literacy)

### Career Scholarship Orientation

Career Scholarships are available to Will County residents who meet eligibility guidelines and are interested in training for occupations that are in demand. Select an in-person or online orientation below.

Attend an in-person industry orientation on:

**Thurs, 5/5, 2:00 p.m.**

**Thurs, 5/26, 2:00 p.m.**

Follow these steps to complete an online orientation:

1. Visit [www.jobs4people.org](http://www.jobs4people.org)
2. Select Job Seekers
3. Select Training
4. Career Scholarships
5. Watch the entire industry orientation video/slides
6. Follow the instructions from the video/slides for next steps

### On The Job Training Meet & Greet

On The Job Training (OJT) is available to Will County job seekers who are interested in learning new skills on the job. Come meet us and network with Job Seekers and Employment Partners. Please view the OJT orientation by clicking this link if you are unable to attend: <https://www.jobs4people.org/job-seekers/training/>.

#### OJT Meet & Greet

Workforce Center of Will County  
2400 Glenwood Avenue, Joliet, IL 60435

**Mon, 5/2, 10:00 a.m.**

**Mon, 5/16, 10:00 a.m.**



# COMMUNITY EVENTS & JOB FAIRS

Workforce Center of Will County participates in many community events throughout Will County to assist job seekers with finding jobs or resources leading to employment. To see a current list of community events, visit [www.will.works](http://www.will.works).

## Job Fair In-A-Bag

**Every Wed, 8:30 a.m. to 4:30 p.m.**

It's a job fair but all in one bag! Stop by the Workforce Center of Will County and pick up a bag with job listings from Will County businesses hiring and resources for your job search, including résumés, interviewing, and more!

## Hospitality Industry Career Fair

**Clarion Hotel & Convention Center**

**411 S. Larkin Avenue, Building A, Joliet IL 60436**

**Thurs, 5/26, 10:00 a.m. to 1:00 p.m.**

Join us at the Hospitality Industry Career Fair, hosted at the Clarion Hotel & Convention Center! This event is co-sponsored by the Joliet Region Chamber of Commerce, Joliet Region Food & Beverage Association, The Great American Bagel, and Posh Hospitality Group. Will County Residents can attend to learn more about positions and career opportunities with local restaurants, bars, hotels, casinos, and more!

**Job Seekers can register with the link:**

<https://www.surveymonkey.com/r/VGY5SZC>

## Job Search Tip of the Month

### Utilize Key Words in Your Résumé

Keywords are critical in your résumé. Many companies use scanning software or applicant tracking systems (ATS) to do initial reviews of résumés. These software products are searching résumés for keywords that match the job description. For example, a job seeker applying for a role in customer service may include:

- Customer Service
- Computer Skills
- Interpersonal Skills

These keywords or phrases could be sprinkled throughout the job description in the "qualifications" or "responsibilities" section. Incorporating these popular keywords in your résumé (or LinkedIn page) will help when read by applicant tracking systems. It will also show the hiring personnel that you took the time to read through and craft a thoughtful résumé for their consideration.

# WORKSHOPS

## Math Review

**Tues, 5/3, 2:00 p.m.**

A review of basic math skills includes addition, subtraction, multiplication, division, fractions, decimals, percentages, and integers.

## Microsoft Word

**Tues, 5/10, 2:00 p.m.**

Learn how to use Word to create a professional-looking résumé and cover letter.

## Job Search Techniques

**Fri, 5/13, 10:00 a.m.**

A review of basic job search techniques, including interchangeable skills, application organization, online tools, and the do's and don'ts of salary negotiations.

## Math Review

**Tues, 5/17, 2:00 p.m.**

A review of basic math skills includes addition, subtraction, multiplication, division, fractions, decimals, percentages, and integers.

## Standout Résumés and Interview Skills

**Fri, 5/20 10:00 a.m.**

Develop a competitive résumé and cover letter to improve your visibility to employers and demonstrate your potential. Additionally, gain confidence while learning how to prepare for your interview. Individual mock interview appointments are available upon completion of this workshop.

## Microsoft Excel

**Tues, 5/24, 2:00 p.m.**

Learn the basics of Excel and how to navigate its many features.

## Networking Strategies + LinkedIn Lab

**Fri, 5/27, 10:00 a.m.**

Discover various tools to expand your network, including using social media outlets like LinkedIn, to amplify your successes in job searching.

## Math Review

**Tues, 5/31, 2:00 p.m.**

A review of basic math skills includes addition, subtraction, multiplication, division, fractions, decimals, percentages, and integers.

**To register for the above workshops, scan or visit:**

<https://www.surveymonkey.com/r/SNPHYZYX>



2400 Glenwood Avenue | Joliet, IL 60435  
Phone : 815.727.4444 | Illinois Relay : 711

[www.will.works](http://www.will.works)



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