



Baltimore County American Job Centers Career Development Workshops

Basic Computers:

Learn basic computer proficiency skills related to your job search. You can take all three sessions in sequence or select the session(s) that most match your needs.

Day 1: Computer Basics

- Identifying parts of the mouse and the keyboard
- Mouse and keyboard practice

Day 2: Microsoft Word Basics

- Basic Microsoft Word functions
- Creating, renaming and saving files
- Editing documents in Microsoft Word
- Formatting with copy, cut and paste in Microsoft Word

Day 3: Internet and Email Basics

- Using internet browsers
- Working with minimize, maximize and close
- Learning email basic skills
- Attaching documents to an email

Prerequisites for each day – Bring a flash drive and be able to access an active Gmail account

Interviewing Excellence:

Review basic and intermediate strategies for effective performance in job interviews. We will cover interview preparation, attire, logistics, commonly asked questions, and follow up. Participants at all levels are welcome to attend and group discussion is encouraged.

Prerequisites – None

Job Search Strategies:

Learn to organize and target your job search strategies for better outcomes. We will cover job search fundamentals, building a door to employment, networking, social media, and targeting your approach. Participants at all levels are welcome to attend and group discussion is encouraged.

Prerequisites – None



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Winning Résumés & Cover Letters

Discover effective strategies for writing winning résumés and cover letters. We will learn up-to-date content and formatting principles and how to tailor your documents to employers' needs. We will cover hard vs. soft skills, résumé formats, résumé layout and content, attention-getting cover letters, and much more. Participants will begin to build the foundation of a résumé and cover letter which they can complete after the class with take-away handouts and AJC staff support.

Prerequisites – Bring a flash drive. Participants should be comfortable using Microsoft Word and be computer literate. Participants are encouraged to bring an electronic copy of their résumé on a flash drive if possible.

Social Media: Social Recruiting & Your Job Search

Discover the importance of social media in the job search process. We will learn about different social media platforms and discuss strategies for utilizing them in ways that will attract employers and lead to employment outcomes. Participants at all levels are welcome to attend and group discussion is encouraged.

Prerequisites – None

Job Readiness Boot Camp: The Complete Picture

Learn about a wide variety of job search skills and strategies in one "boot camp" style workshop. We will cover identifying skills, job search methods, networking, résumé writing, interviewing, and following up with employers. This workshop is perfect for job seekers new to the job search and those who have been out of the job search process for a while. Participants at all levels are welcome to attend and group discussion is encouraged.

Prerequisites – None

Inclement Weather Policy: Seminars are canceled when any of the following occur:

- Baltimore County Public Schools are canceled or delayed due to inclement weather.
- Maryland State Government announces that liberal leave policy is in effect or has closed.
- Baltimore County Government announces that liberal leave policy is in effect or has closed.
- The Governor declares a weather emergency and only essential personnel are allowed on the roads.