



# Professional Career Network

A 12-hour training course is offered at no-cost to professionals who meet the criteria for participation.

- Defining career goals and values
- Taking inventory of one's skills
- Learning creative job searching tips and resources that produce successful results
- Realizing the power of networking
- Discovering the hidden job market and finding out how to penetrate it
- Developing an effective personal "infomercial" aka elevator speech
- Writing winning cover letters and developing creative resumes
- Acquiring successful interviewing skills and effective techniques
- Achieving salary negotiating strategies and successful tactics

