



In partnership with KeyBank Foundation

WORKSHOP OFFERINGS

MAY | JUNE | JULY 2019

Registration is required.

Register at www.tri-c.edu/collegetcentral

WORKSHOPS ARE FREE AND OPEN TO THE PUBLIC

We provide students, alumni and community members with web-based tools, in-person services and campus-based events.

Resumes That Get Results – 2 hours

(Mandatory for all co-op students)

Understand the purpose, review the general guidelines and learn how to develop a “resume that will get results.” Learn how to assemble the initial building blocks of your resume, including a summary, employment history, job responsibilities and accomplishments.

- Fri., May 10* West - WSS G4A 8:30-10:30 a.m.
- Fri., May 17* Metro - MLA 108 9-11 a.m.
- Thurs., May 30* East - ESS 1201 9-11 a.m.
- Tues., June 4 CCW - CCW 109 noon-2 p.m.
- Wed., June 5 Metro - MLA 220 noon-2 p.m.
- Thurs., June 6 West - WSS G4B 8:30-10:30 a.m.
- Fri., June 14* East - ESS 1201 9-11 a.m.
- Tues., June 18* Metro - MLA 108 9-11 a.m.
- Fri., June 28 West - WSS G4B 1-3 p.m.
- Wed., July 10* CCW - CCW 109 9-11 a.m.
- Fri., July 12* East - ESS 1201 9-11 a.m.
- Wed., July 17* West - WSS G4B 8:30-10:30 a.m.
- Fri., July 19* Metro - MLA 108 9-11 a.m.

- Thurs., May 30* East - ESS 1201 1-3 p.m.
- Thurs., June 6 West - WSS G4B 11 a.m.-1 p.m.
- Tues., June 11 CCW - CCW 109 noon-2 p.m.
- Fri., June 14* East - ESS 1201 1-3 p.m.
- Tues., June 18* Metro - MLA 108 1-3 p.m.
- Wed., July 10* CCW - CCW 109 1-3 p.m.
- Fri., July 12* East - ESS 1201 1-3 p.m.
- Wed., July 17* West - WSS G4B 1-3 p.m.
- Fri., July 19* Metro - MLA 108 1-3 p.m.

Classroom to Career – 1 hour

(Mandatory for all co-op students)

Practical tips on establishing yourself in a new position to ensure maximum success as you continue your employment journey.

- Fri., May 10* West - WSS G4A 11 a.m.-noon
- Fri., May 17* Metro - MLA 108 11 a.m.-noon
- Thurs., May 30* East - ESS 1201 11 a.m.-noon
- Fri., June 14* East - ESS 1201 11 a.m.-noon
- Tues., June 18* Metro - MLA 108 11 a.m.-noon
- Wed., July 10* CCW - CCW 109 11 a.m.-noon
- Fri., July 12* East - ESS 1201 11 a.m.-noon
- Wed., July 17* West - WSS G4B 11 a.m.-noon
- Fri., July 19* Metro - MLA 108 11 a.m.-noon

Ace That Interview – 2 hours

(Mandatory for all co-op students)

Review general guidelines to improve your interviewing skills and gain “behind-the-scenes” insight into the interview process. Learn about the different types of interviews, overcoming obstacles and avoiding common mistakes. Topics include basic guidelines, traditional questions, behavioral-based questions and telephone interviews.

- Wed., May 1 CCW- CCW 317 6-7:30 p.m.
- Fri., May 10* West - WSS G4A 1-3 p.m.
- Fri., May 17* Metro - MLA 108 1-3 p.m.

Leveraging LinkedIn for Job Search – 1.5 hours

Explore Groups, Company Information, reaching out to contacts and searching for jobs to maximize your efforts on LinkedIn.

- Tues., May 7 CCW- CCW 210 noon-1:30 p.m.
- Tues., May 7 CCW- CCW 208 6-7 p.m.
- Tues., July 9 Metro - TLC 156 noon-1:30 p.m.

***Workshop Boot Camp:** Complete “Resumes That Get Results,” “Ace That Interview” and “Classroom to Career” all in one day.

All workshops are subject to cancellation, additions and changes.

Please refer to <http://collegetcentral.com/tri-c> for the most up-to-date schedule information.

CAMPUS LOCATIONS

Monday - Friday – 8:30 a.m. - 5 p.m.

Eastern Campus

4250 Richmond Road, Highland Hills, OH 44122
216-987-2567

Metropolitan Campus

2900 Community College Ave., Cleveland, OH 44115
216-987-4913

Western Campus

11000 Pleasant Valley Road, Parma, OH 44130
216-987-5575

Corporate College® West (CCW)

25425 Center Ridge Road, Westlake, OH 44145
216-987-2067

Westshore Campus

31001 Clemens Road, Westlake, OH 44145
216-987-2067

Brunswick University Center

3605 Center Road, Brunswick, OH 44212
216-987-5575

www.tri-c.edu/careerservices