

**Verdugo Jobs Center** [www.verdugojobscenter.org](http://www.verdugojobscenter.org)

**SELF GUIDED JOB SEARCH 8:30—1:30 MON—THURS**

When you need computer resources with minimal staff assistance. Open to the public.

**STAFF ASSISTED JOB SEARCH 2:00—4:00 MON-THURS**

When a job seeker needs staff assistance and/or has limited computer skills.

**You must have attended Orientation.**



2012



**Verdugo Jobs Center**

1255 South Central, Glendale 91204

(818) 409-0476; TTY (818) 409-7236

EDD (818) 409-0441

**Career Coaches: Tuesdays *ONLY* from 9:00am-11:00am**

**\* The computer area will be closed for general computer usage every Friday**

Mon	Tue	Wed	Thu	Fri
		1 	2 <b><u>Job Club</u></b> <b><u>10:00-Noon</u></b>	3 <b>COMPUTER AREA</b> <b>CLOSED TODAY</b>
6 <b><u>VJC Orientation</u></b> <b><u>1:30</u></b> <b><u>Resume Workshop</u></b> <b><u>3:00</u></b>	7 <b><u>StandOut Interviewing</u></b> <b><u>Skills 2:00-4:00</u></b>	8 	9 <b><u>Job Club</u></b> <b><u>10:00-Noon</u></b>	10 <b><u>Basic Computer Skills</u></b> <b><u>9:00-12:00</u></b> <b><u>Tell Me About Yourself</u></b> <b><u>2:00 -4:00</u></b>
13 <b><u>VJC Orientation</u></b> <b><u>1:30</u></b> <b><u>Resume Workshop</u></b> <b><u>3:00</u></b>	14  <b><u>StandOut Interviewing</u></b> <b><u>Skills 2:00-4:00</u></b>	15	16 <b><u>Job Club</u></b> <b><u>10:00-Noon</u></b>	17 <b><u>CalJOBS &amp; Internet Job</u></b> <b><u>Search 9:00-12:00</u></b> <b><u>Linked-In 2:00-4:00</u></b>
20 <b>HAPPY PRESIDENT'S</b> <b>DAY</b> 	21 <b><u>StandOut Interviewing</u></b> <b><u>Skills 2:00-4:00</u></b>	22	23 <b><u>RESOURCE ROOM WILL</u></b> <b><u>CLOSE AT 12:30</u></b> <b><u>Job Club 10-12</u></b> <b><u>Market Yourself 2-4</u></b>	24 <b><u>Got a Resume? 2-4</u></b>
27 <b><u>VJC Orientation</u></b> <b><u>1:30</u></b> <b><u>Standout Resume</u></b> <b><u>3:00</u></b>	28 <b><u>Office Opens at 9:00</u></b> <b><u>StandOut Interviewing</u></b> <b><u>Skills 2:00-4:00</u></b> <b><u>Empower Yourself</u></b> <b><u>10-12</u></b>	29 		