



**CSN**  
COLLEGE OF  
SOUTHERN NEVADA

*Division of Workforce and Economic Development*

## ***Job Search Workshop***

**Course length: 4 consecutive days, 9:00AM – 3:30PM / Cost: \$374 (this includes a one-time, new student fee)**

### **Course Description:**

The Job Search Workshop is a short-term intensive course that provides an in-depth overview of the job search process and the practical applications needed to gain employment. Some computer functions related to the job search, such as basic internet and MS Word usage, will also be covered. Finally, all participants will leave the course having completed a resume and cover letter. When appropriate, CSN staff will also assist participants with job referrals and/or additional follow-up services.

### **At the conclusion of the training participants will demonstrate an understanding of:**

- **Strategies to navigate the job search and interview process**
- **Effective interviewing skills**
- **The proper attitude and appearance needed for a successful interview**
- **How to prepare a resume and cover letter**
- **How to create and use a free web email account in the job search**
- **How to conduct a computerized job search and online job application**

### **SUMMER 2009 SCHEDULE AND CLASS LOCATIONS:**

<b>CALL #S</b>	<b>DATES</b>	<b>DAYS</b>	<b>LOCATION</b>
49898	May 4 – May 7	Mon-Thu	CSN Green Valley Center (Rm 113)
46823	May 11 – May 14	Mon-Thu	CSN Western Center (Rm 110)
48448	June 8 – June 11	Mon-Thu	CSN Green Valley Center (Rm 113)
45299	July 6 – July 9	Mon-Thu	CSN Green Valley Center (Rm 113)
45300	August 3 – August 6	Mon-Thu	CSN Green Valley Center (Rm 113)

**CSN Green Valley Center, 1560 Warm Springs Rd., Henderson, NV (next to Green Valley High School)**  
**CSN Western Center, 4601 W. Bonanza Rd., Las Vegas, NV (next to Western High School)**

*For more information, contact Matt Vanada at (702) 651-7566 or [matthew.vanada@csn.edu](mailto:matthew.vanada@csn.edu)*