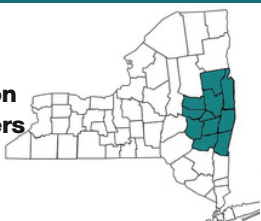


Greater Capital Region Career Centers

July 2025 Virtual Workshops

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 4			10am Resume Development bit.ly/GCR2Resumes	10:30am Resume Development bit.ly/SJTAResDev 11am Transferable Skills bit.ly/GCR2Skills	CLOSED
7 - 11	10am Broadview Financial Well-Being bit.ly/2025JulBroadview	10:30am Interview Preparation bit.ly/GCRIntPrep	10am Goal Setting bit.ly/GCR2GoalSetting 10:30am Civil Service bit.ly/SJTACivServ		
14 - 18		10:30am Completing Job Applications bit.ly/SJTASJobApp		11am Completing Job Apps. bit.ly/GCR2JobApps 1:30pm Transferable Skills bit.ly/SJTASkills	10:30am Networking bit.ly/GCRNetworking
21 - 25		11am Overcoming Barriers bit.ly/GCR2Barriers 1:30pm Goal Setting bit.ly/SJTASGoals	10:30am Networking bit.ly/SJTANetwork	1:30pm Social Media bit.ly/SJTASocMed	
28 - 31					

Presented by
the Greater
Capital Region
Career Centers



Rensselaer County
Employment & Training
Career Center
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Saratoga County
Career Center



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Columbia-Greene
WORKFORCE NY
A proud partner of the AmericanJobCenter network

Resume Development

Your resume and cover letter are crucial components that can set you apart from other candidates when applying for a job. This workshop will present the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview. *Please bring a rough draft of your resume*

*July 2nd at 10am: Facilitated by Rensselaer and Columbia-Greene - bit.ly/GCR2Resumes
July 3rd at 10:30am: Facilitated by Schenectady - bit.ly/SJTAResDev*



Transferable Skills

Transferable skills are qualities you have already acquired which can be used in a different job. Make it easy for employers to see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem. Learn ways to research the employer's needs then identify and show them that you have these skills.

*July 3rd at 11am: Facilitated by Warren and Washington - bit.ly/GCR2Skills
July 17th at 1:30pm: Facilitated by Schenectady - bit.ly/SJTASkills*



Broadview Financial Well-Being

Your budget is a key that opens doors, guiding you to your money goals. Get ready to take control of your finances and your future! Find out how to: • Organize what you make, spend, and save • Set goals to save up, spend down, look ahead • Harness the power of mindful spending • Identify budget tactics that work best for you.

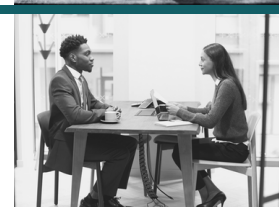
July 7th at 10am: Facilitated by Broadview/Schenectady - bit.ly/2025JulBroadview



Interview Preparation

A job interview is the opportunity for an employer to see if you are a good fit for the position and the company – and it's a chance for you to see if they fit your needs as well. This workshop will discuss how to articulate your strengths, what questions to expect, how to address difficult topics, and acing the entire interviewing process.

July 8th at 10:30am: Facilitated by Schenectady - bit.ly/GCRIntPrep



Goal Setting

Goals are what take us forward in life. They are the first step to every journey we take. In this workshop we will explain how goal setting works, why goals are important, and take home more helpful resources to get you started. Remember: "if you aim for nothing, you'll hit it every time." Find out how to reach your dreams.

*July 9th at 10am: Facilitated by Washington and Albany - bit.ly/GCR2GoalSetting
July 22th at 1:30pm: Facilitated by Schenectady - bit.ly/SJTAGoals*



Civil Service

The Civil Service Workshop is offered in conjunction with NYS DOL and reviews how to access opportunities, position terminology, exams and test preparation, special considerations and support, a timeline of the hiring process, the Rule of 3, preparing for an interview and the benefits of government employment.

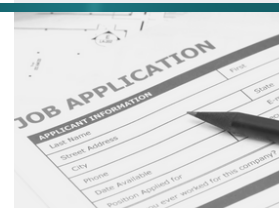
July 9th at 10:30am: Facilitated by Schenectady - bit.ly/SJTACivServ



Completing Job Applications

Statistics show that approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system (ATS) to screen candidates for job opportunities. Find out how you can prepare and hear suggestions for getting the most visibility out of your online application.

*July 15th at 10:30am: Facilitated by Schenectady - bit.ly/SJTASJobApp
July 17th at 11am: Facilitated by Warren and Washington - bit.ly/GCR2JobApps*



Networking

Beyond Job Searches: Networking is your strategic tool for cultivating lasting relationships, fostering professional growth, and unlocking opportunities. It's more than finding jobs; it's a pivotal force propelling higher salaries and career advancement. Networking is the workout regimen your career muscle craves. Join us for an approachable journey to networking.

*July 18th at 10:30am: Facilitated by Albany and Warren - bit.ly/GCRNetworking
July 23rd at 10:30am: Facilitated by Schenectady - bit.ly/SJTANetwork*



Overcoming Barriers

Join us for this informal glimpse into potential stumbling blocks to finding a job and some resources and strategies to help you meet your goals. Whether you're facing transportation needs, childcare needs, prior justice system involvement, inexperience, health concerns, or more - we're here to help connect you to resources!

July 22nd at 11am: Facilitated by Fulton-Montgomery-Schoharie - bit.ly/GCR2Barriers



Social Media

Your social media presence can make or break your ability to find a job. Don't let your digital footprint hold you back. Learn how to use social media to your advantage in searching for a job and marketing yourself to land the job or career you've always wanted.

July 24th at 1:30pm: Facilitated by Schenectady - bit.ly/SJTASocMed

