

Please visit <https://www.signupgenius.com/go/aecworkshops> to sign up for a workshop.

Resume Workshops

- **Resume Basics:** You are ready to start applying for jobs, but every application asks you to submit a resume. What's that? In this interactive workshop, participants will identify the parts of a resume, identify the types of resume, and evaluate a sample resume using a checklist. **PLEASE NOTE:** This workshop is intended for people who do not have a resume or have not written a resume in a long time. If you already have a resume, please consider attending the Polish Your Resume workshop. [Click here to sign up.](#)
- **Polish Your Resume:** Do you already have a resume? Have you used your resume on hundreds of applications but haven't gotten an interview yet? It's time to polish your resume. In this interactive workshop, participants will learn and apply strategies to customize, upgrade, and target their resume to get the job they want. **PLEASE NOTE:** This workshop is intended for people who already have a resume. If you do not have a resume, please consider attending the Resume Basics workshop. [Click here to sign up.](#)
- **Federal Resume and Hiring Process:** This workshop will show you how to write a federal resume that will produce results by showing you the OPM websites that can help transform your employment history into KSA's that will get you that interview. Learn about the hiring process and what programs can give you an edge. Learn about the Special Hiring Authorities that can reduce the level of competitiveness and find the jobs that are not listed on USAJobs. [Click here to sign up.](#)

Cover Letter Workshops

- **Cover Letter Basics:** You are ready to start applying for jobs, but every application asks you to submit a cover letter. What's that? In this interactive workshop, participants will identify the parts of a cover letter and evaluate a sample cover letter using a checklist. **PLEASE NOTE:** This workshop is intended for people who do not have a cover letter or have not written a cover letter in a long time. If you already have a cover letter, please consider attending the Polish Your Cover Letter workshop. [Click here to sign up.](#)
- **Polish Your Cover Letter:** Do you already have a cover letter? Have you used your cover letter on hundreds of applications but haven't gotten an interview yet? It's time to polish your cover letter. In this interactive workshop, participants will learn and apply strategies to craft a strong cover letter and get it into the hands of a human. **PLEASE NOTE:** This workshop is intended for people who already have a cover letter. If you do not have a cover letter, please consider attending the Cover Letter Basics Workshop. [Click here to sign up.](#)

Job Interview Workshops

- **Interview Basics:** Congratulations! You got the interview. Now what? In this interactive workshop, participants will list tips for before, during, and after a job interview and identify and practice strong responses to common interview questions. [Click here to sign up.](#)
- **Tell Me About Yourself:** Have you ever been asked "Tell me about yourself" in an interview or at a networking event? In this interactive workshop, participants will understand the importance of this question, identify the three key components of a good answer to this question, draft a response to this question, and practice their response. [Click here to sign up.](#)

- **STAR Method:** Have you ever been asked a question that started with “Tell me about a time when ...” or “Give me an example of when ...” in an interview? In this interactive workshop, participants will understand how to recognize behavioral interview questions, understand and apply the STAR method to behavioral questions, and practice a STAR response to a common interview question. [Click here to sign up.](#)

Social Media Workshops

- **Social Media I:** In this two-part interactive workshop, learn how to network and increase marketability to employers. Part I is an overview of social media and why it is important in your job search. [Click here to sign up.](#)
- **Social Media II:** In this two-part interactive workshop, learn how to network and increase marketability to employers. In Part II, learn how to develop an effective job search strategy using LinkedIn and create a unique LinkedIn profile. [Click here to sign up.](#)

Learning Platform Workshops

- **How to Use LinkedIn Learning:** Have you heard? The Arlington Employment Center has a FREE LinkedIn Learning license for you. What exactly is LinkedIn Learning and how do you use it? In this interactive workshop, participants will activate their LinkedIn Learning license, find, search, and save content on LinkedIn Learning, and learn best practices for consuming content on LinkedIn Learning. Sign up to attend an upcoming orientation! [Click here to sign up.](#)