

Lake Technical Center's Career Fair

April 30, 2014

9am-noon



Did you know that most job openings are never advertised to the public? In fact, 70% of jobs are filled by networking; they're filled by word of mouth. That's why networking is the best way to find a job.

Lake Technical Center's second Career Fair will be a great opportunity for your students to network with companies in our area. There will be many potential employers here ready to receive resumes and business cards from students.

CareerSource Central Florida, formerly Work Force Central, will host three workshops for our students on our campus:

- 9:00 am *Put your Best Foot Forward (First Impressions)*
- 10:00 am *Selling Yourself to Employers*
- 11:00 am *Top 10 Employer Expectations*

Each workshop can hold 20 students per session. *Pre-registration is necessary.*

In order to secure a seat for any of the CareerSource Central's workshops, **students must pre-register by completing the attached registration form** and submitting to Sonya Rosenglick. You can place in my mailbox or students can deposit it in the box on my door. (Room 208A)

Finally, we need to make sure that the students are ready for this event by teaching them the soft skills needed in order to procure a position. Do they know how to:

- offer a handshake?
- introduce themselves?
- prepare a resume?
- dress professionally?
- have a business card to distribute?

Let's make sure our students are ready for this opportunity to network, become employed, and increase our placement rates.

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Workshop Registration
April 30, 2014
9am-noon

Student Name _____

Program Name _____

I would like to pre-register for the following workshop/s: (circle your choices) one hour each ***

- 9:00 am: *Put your Best Foot Forward (First Impressions)*
- 10:00 am: *Selling Yourself to Employers*
- 11:00 am: *Top 10 Employer Expectations*

Please submit this form to Sonya Rosenglick for workshop attendance.
Place in box on my door. (Room 01-208) OR give to front desk.

Classes will be held in Computer Lab A or B.

****Times are subject to change.*