



# WORKSHOPS FOR SUCCESS

## FREE for Current Lake Tech Students

Instructor: Sonya Rosenglick

Workshops are held in the Career Success Center on the main campus in Room 208A. Students should be prepared to take notes by bringing tablet, laptop, or the old-school method: pen and paper. Each workshop is 45 minutes.

**Please sign up by contacting Ms. Rosenglick via phone, email, or sign up on CSC door.**  
**rosenglicks@lake.k12.fl.us (352) 589-2250, ext. 1855**

TOPIC	DESCRIPTION	DATE	TIMES
Creating A Winning Resume	Learn current trends in what to include and not to include in your resume'. Best practices on delivering your resume' will also be discussed.	Wed. August 22	11:30-12:15
		Wed. August 22	1:30-2:15
Get Your Cover Letter Noticed	Learn best practices in how to introduce your resume to a potential employer so that he/she will read it.	Wed. Sept. 5	11:30-12:15
		Wed. Sept. 5	1:30-2:15
Acing the Job Interview	How to prepare for it, dress for it, and answer those "tough" questions. Learn how to leave the interview with a lasting impression.	Wed. Sept. 26	11:30-12:15
		Wed. Sept. 26	1:30-2:15
Follow-Up Letters That Will "Seal the Deal"	If you really want that job you just interviewed for, find out how to follow up so that your name will be on the top of the list.	Wed. Oct. 10	11:30-12:15
		Wed. Oct. 10	1:30-2:15
Secrets to Creating A Killer LinkedIn Profile	LinkedIn is the #1 social media tool employers use in finding employees. Learn secret tips on how to make your LinkedIn profile stand out.	Wed. Oct. 24	11:30-12:15
		Wed. Oct. 24	1:30-2:15
Email Etiquette for the Workplace	Learn how to create a professional email to avoid miscommunication and to represent yourself in a professional demeanor in the workplace.	Wed. Nov. 7	11:30-12:15
		Wed. Nov. 7	1:30-2:15
Creating A Winning Resume	Learn current trends in what to include and not to include in your resume'. Best practices on delivering your resume' will also be discussed.	Wed. Nov. 28	11:30-12:15
		Wed. Nov. 28	1:30-2:15
Acing the Job Interview	How to prepare for it, dress for it, and answer those "tough" questions. Learn how to leave the interview with a lasting impression.	Wed. Dec. 5	11:30-12:15
		Wed. Dec. 5	1:30 - 2:15