



# 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 let me know you are coming. Ms. Rosenglick via phone or email.**  
**[rosenglicks@lake.k12.fl.us](mailto: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.	Monday, August 26	5:00-5:45 pm
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.	Thursday, Sept. 19	5:00-5:45 pm
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.	Thursday, October 10	6:00 – 6:45 pm
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.	Thursday, November 14	6:00 – 6:45 pm
Lake Tech's Online Job Board and Creating a digital portfolio on it	Learn how to utilize Lake Tech's Online Job Board: College Central and how you can upload your resume, create a digital portfolio, search for job openings, and easily send to a potential employer.	Monday, December 9	6:00 - 6:45 pm