



OhioMeansJobs®

Summit County

A proud partner of the
American Job Center network

Job Seeker Workshop Schedule

4Q2025

October / November / December

Appointments for in-person workshops are encouraged, but walk-ins are welcome. Visit our website to schedule a workshop.

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
10:00 a.m. – 11:00 a.m. OMJ Center Orientation	10:00 a.m. – 11:00 a.m. Resumé & Cover Letter Writing Workshop	10:00 a.m. – 11:00 a.m. OMJ Center Orientation 1:00 p.m. – 2:00 p.m. Navigating Training Workshop	10:00 a.m. – 11:15 a.m. Interviewing Skills Workshop	10:00 a.m. – 11:00 a.m. OMJ Center Orientation 1:00 p.m. – 2:00 p.m. Finding Hidden Jobs Workshop

Workshop Descriptions

OMJ Center Orientation

Mon/Wed/Fri

Receive an overview of services offered at the OMJ Center and create an OMJ career profile to match career options to your interests. Attendees will learn more about job search assistance, short-term training options, and other services offered through the OhioMeansJobs center.

Resumé & Cover Letter Writing Workshop

Tuesdays

This workshop helps participants create standout resumes and cover letters tailored to today's job market. Attendees will learn to structure resumes with impactful keywords, highlight achievements, and navigate applicant tracking systems (ATS). They will also discover how to craft personalized cover letters that complement their resumes and align with job descriptions. Upon completion, participants will have practical tools and strategies to confidently highlight their skills to potential employers.

Navigating Training and the Job Market Workshop

Wednesdays

This workshop equips job seekers with the knowledge to make informed decisions about pursuing skills training through WIOA Individual Training Accounts (ITA). Participants will reflect on their career goals, assess job satisfaction, and explore alternatives to formal training. They will also gain tools to analyze labor market trends, understand in-demand skills, and plan strategic career development paths. With a combination of self-assessment activities and practical labor market insights, attendees will leave with the confidence to align their training decisions with workforce needs and personal aspirations.

Interviewing Skills Workshop

Thursdays

This workshop equips job seekers with the tools and confidence to excel in interviews. Participants learn techniques like the STAR method to highlight accomplishments, develop strong non-verbal communication, and practice mock interviews to manage common and challenging questions. Participants also gain insights into researching employers, asking thoughtful questions, and following up in order to leave a lasting impression, ensuring they stand out in competitive hiring processes.

Finding Hidden Jobs Workshops

Fridays

Finding hidden jobs require creativity, networking, and initiative. This workshop will teach participants strategies to access the "hidden job market," including strategic networking, tailored outreach, and leveraging LinkedIn and professional events. Participants will also learn how volunteering, freelancing, or contract work can reveal opportunities for employers to recognize skills.



Click or scan to view
available workshops on
our website and register
to attend.

**NOTE: There will be no workshops on October 13,
November 11, 27, & 28, and December 24 & 25
when the center is closed for holidays.**