



# Job Seeker Workshop Schedule

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

**1Q2026**

January / February / March

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

## Workshop Descriptions

### OMJ Center Orientation

*Tues/Thurs*

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

*Wednesdays*

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.

### Interviewing Skills Workshop

*Mondays*

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 January 1  
& 19 and February 16 when the center is closed  
for holidays.**