



OhioMeansJobs®

Summit County

A proud partner of the
American Job Center network

Job Seeker Workshop Schedule

4Q2026

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. – 11:15 a.m. Interviewing Skills Workshop	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. Finding Hidden Jobs Workshop

Workshop Descriptions

OMJ Center Orientation

Tuesdays/Thursdays

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.

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 Oct. 12, Nov. 11, 26, & 27, and
Dec. 24 & 25 when the center is closed for holidays.**