

**SFO Helping Hands
A Resource for Job Search Skills**

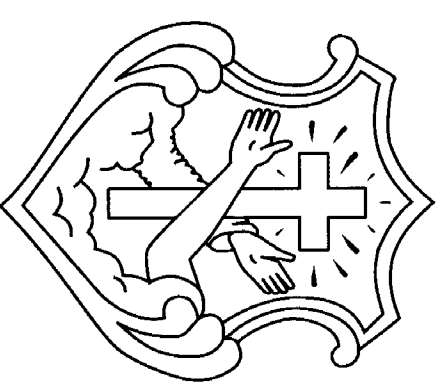
**Two Job Search
Skills Workshops:**

**Workshops will provide
helpful tools & guide
job seekers to
resources for improved
job search results**

**Sunday, May 17th
6:45pm-9:30pm**

**Sunday May 31st
6:45pm-9:30pm**

**SFO Helping Hands
A Resource for
Job Search Skills**



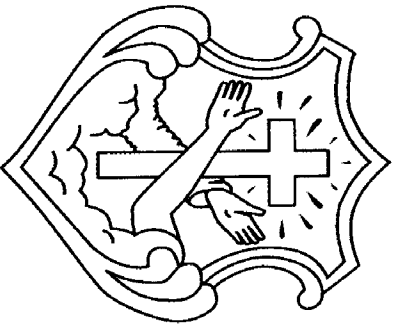
Provided by:

**Our Lady of the Angels
Secular Franciscans
of the Roman Catholic Church**

<http://www.helpinghandsoftheprairie.com>

**Looking for
help in your
job search?**

Let us help...



SFO Helping Hands REGISTRATION

Register Early --- Seating Is Limited

SFO Helping Hands A Resource for Job Search Skills

Workshop 1: May 17th

- *Resume Development*
- *Resume Search Techniques*
- *Critical Key Words*
- *Positive Job Search*
- *Career Profile Basics*

Workshop 2: May 31st

- *Networking Channels*
- *Advanced Career Profile*
- *Successful Interviewing*
- *Small Group Interaction with HR Professionals and Hiring Leaders*

Workshops will be most helpful to professionals with 5 or more years of experience.

Provided by:

**Our Lady of the Angels
Secular Franciscan Order
of the Roman Catholic Church
Edwardsville, IL**

Website: <http://www.helpinghandsoftheprairie.com>

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Career Demographics:

1. Currently: Employed Unemployed
2. If unemployed, length of time since your last job:
 - less than a month
 - 1-3 months
 - 3-6 months
 - 6-9 months
 - 9-12 months
 - more than a year
3. List the titles of 3 jobs you are seeking: _____

4. Gender: Female Male
5. Years of experience in current profession: _____ years
6. Age: under 25 25-40 40's 50's 60's 70 plus
7. Number in household depending on your income (including yourself) _____
8. Indicate highest level of education completed
 - some high school
 - graduated high school
 - Associate's Degree
 - Bachelors Degree
 - some graduate classes
 - Graduate Degree or higher
9. Mark all that apply:
 - Seeking first job of my career
 - Currently employed and voluntarily seeking alternate job
 - Seeking job following lay-off, company closure or restructuring
 - Hoping to enter new field with no related experience
10. Biggest concerns or obstacles in job search (use back of form to describe, if needed):

Cost is \$20 for both workshops. Make check or money order payable to "Our Lady of the Angels SFO". Mail this completed registration form and payment to: Our Lady of the Angels SFO, PO Box 482, 181 East Wall Street, Worden, IL 62097. You will receive email or US mail confirmation of registration with pre-work assignment and location information. Workshops in May 2009 will be conducted in Edwardsville, Illinois. Check our website for additional information: <http://www.helpinghandsoftheprairie.com>. If the workshops are full this will be indicated on website and payments will be returned. For questions: sfo_helpinghands@yahoo.com or (618) 656-6261. Workshops are offered to adults only. This is not a job fair. Workshops are not considered legal advice. Participation is open to all regardless of religious affiliation.