



Creating a **DYNAMIC JOB PORTFOLIO**



Tuesday, April 28th, 2020

10:00am – 12:30pm

**Somerset County
Department of Human Services
27 Warren Street
First Floor Conference Room
Somerville, NJ 08876**

**Guest Speaker: Jan Goodman
Community Outreach Specialist/
Career Coach
Greater Raritan One-Stop Career
Center Training Services**

The job market continues to change, as does the way we look for work. This Workshop examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

What You Will Cover:

- Who are you?
- Writing the resume
- Creating a noticeable package
- Cover letters
- Getting into the flow
- Personal branding
- Refining and perfecting
- Transferable skills
- Getting to a new job
- Goal setting
- LinkedIn

How You Will Benefit:

- Learn how clients need to brand themselves using descriptive language.
- Explore the new normal for essential elements of cover letters and resumes.
- Learn the components of a customized portfolio.
- Design a personalized portfolio.
- Help clients develop a plan to move them to a new job.

All attendees will receive a gold pass for early entry into our May 12th job fair being held at the Somerset Patriots Stadium.

**To register please email: jcassano@co.somerset.nj.us
and include your full name and contact information
or call: 908-541-5790**



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This program is in partnership with:

**The Greater Raritan One-Stop Career Center Training Services and the
The Greater Raritan Workforce Development Board (GRWDB)**