



MassHire Downtown Boston Career Rx

NAME:

Occupation/Industry:

Notes:

For best results, register for a workshop/webinar (or 2!) and track your progress.

Category	Workshop/Webinar	Priority	Event Date	Registered
Job Search	Salary Negotiation			
	Cover Letter and Communication			
	How to Land a Federal Job			
	Job Fairs and Employer Recruitment Events			
	Managing Stress & Negativity in the Job Search			
	Using Age to Your Advantage			
	Get That Job: Tips from HR			
	Job Search for Introverts			
	Job Search Wheels Spinning? How to Get Traction			
Resume	Resume 1.0: Why and How to Create a Resume			
	Resume 2.0: Creating a Targeted Resume			
	Resume 2.0: Get Your Resume into Human Hands			
	Your First American Resume			
Networking	Crafting Your Elevator Pitch			
	Job Seekers Networking Group			
	Is Your Networking Working? (<i>workshop only</i>)			
	Networking for Introverts (<i>workshop only</i>)			
	Networking While Social Distancing			
	New Connections			
	Healthcare Networking			
Interview	Interview 1.0: Mastering the Basics			
	Interview 2.0: Behavioral Questions			
	Handling Age-Related Interview Questions			
	Virtual and Video Interviewing			
	Presentation Skills			
Career Exploration	Training & Re-employment			
	Your New Career (2 sessions)			
	Developing Your Skillset for Current Opportunities			
	Opportunities in Healthcare			
	1:1 Career Counseling (fee)			
	1:1 Assessment Testing (fee)			

Visit us: <https://masshiredowntownboston.org/>

View our online calendar to register: <https://masshiredowntownboston.org/events-calendar/>

Last updated: 4/13/2021

A proud partner of the American Job Center network

75 Federal Street, 3rd Floor • Boston, MA 02110 • 617.399.3100 • www.MassHireDowntownBoston.org

Veterans and their eligible spouses receive priority of service.

MassHire Downtown Boston is an EEO Employer. Auxiliary aids or services are available upon request to individuals with disabilities.

A wheelchair accessible entrance to the building is located on Franklin St. between Federal St. and Devonshire St



Category	Workshop	Priority	Event Date	Registered
Social Media	LinkedIn 1.0: Mastering the Basics			
	LinkedIn 2.0: Creating a Targeted Profile			
	LinkedIn 3.0: Advanced Strategies			
	Personal Branding			
	Digital Communications			
	Twitter for Beginners - How to utilize twitter for job search			
	Google Drive - for Beginners			
Financial Health	Understanding Your Taxes: It Matters			
	Tailoring a Spending Plan for Improved Financial Well Being			
	1:1 Financial Coaching			
	Financial Management 101			
	Money Habits			
	Financial Frauds and Scams to Avoid			
	Understanding your taxes, Savings for Retirement, Insurance			
	SCSEP (Senior Community Service Employment Program)			
	MRC (Massachusetts Rehabilitation Commission)			
	MCB (Massachusetts Commission for the Blind)			
	DTA (Department of Transitional Assistance)			
	ABE/ESOL Navigator Edward Adams			
	Adult Diploma Pathway Information Session			
	Bridges to College			
	Nurse's Aide Training Program Information Session			
	Pharmacy Technician Information Session			
	Animal Care Technician Training Program			
	Refugee and Immigrant Employment Info Session			
	English for Advancement Information Session			
Drop-In	Ask the Career Coach			
	Ask the CORI Coach			
	Ask the Education Coach			

	Item	Priority
Job Search Checklist	Job Search Targets	
	Resume	
	Cover Letter	
	Elevator Pitch	
	LinkedIn Profile	
	Request for Informational Interview/Meeting	
	Thank You Note	

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