



Resume Writing

Understand your strengths and how to create a strong resume that highlights your skills and knowledge.

In this interactive online workshop, you will learn how to:

- Write a summary statement
- Use action verbs when formulating achievement statements
- Identify the “Do’s and Don’ts” of writing a strong resume
- Identify common resume problems and how to solve them

DATES: Monday, April 12, 2021 or
Thursday, April 15, 2021

TIME: 6:30pm to 8:00pm

This is a virtual workshop.

WERC will send a Zoom invite to
individuals who register.

***Sessions will be limited to 20 people.**

Click [HERE](#) to REGISTER. All registered participants will receive a confirmation email. The confirmation email will contain webinar information.



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Visit us online at werctraining.org

County of Ventura

Cultural Heritage Board
Mills Act Contract Application



County of Ventura • Resource Management Agency • Planning Division
400 South Victoria Avenue, Suite 1100, Ventura, CA 93001
Phone: (805) 644-6342
Fax: (805) 644-6308

Application Preparation

Review strategies to successfully prepare your County application.

In this interactive online workshop, you will learn how to:

- Identify strategies on how to create a Successful County application profile
- Identify the “Do’s and Don’ts” of completing County applications
- Identify common application problems and how to solve them

DATES: Monday, April 19, 2021 or
Thursday, April 22, 2021

TIME: 6:30pm to 8:00pm

This is a virtual workshop.

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Owning the Interviewing

Identify strategies to successfully be prepared for interviews and how to represent yourself during the interview process.

In this interactive online workshop, you will learn how to:

- Answering interview questions using the STAR method
- Align experience and skills when answering interview questions
- Incorporating county information into interview answers
- Reflect on lessons learned from self-assessing interview performance and make a plan to better prepare for an interview

DATES: Monday, April 26, 2021 or
Thursday, April 29, 2021

TIME: 6:30pm to 8:00pm

This is a virtual workshop.

WERC will send a Zoom invite
to individuals who register.

***Sessions will be limited to 20 people.**

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