



THE
PUBLIC
LIBRARY
of Cincinnati
and
Hamilton County

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FOR IMMEDIATE RELEASE
Press Release

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Public Library Offers Workshops for Job Seekers



A Series of workshops will be held at various Public Library of Cincinnati and Hamilton County locations to help job seekers. Topics include interviewing tips and techniques, how to research prospective employers using the Library's databases, and the basics of resume writing.

For more information about jobs and career resources available at the Public Library, visit www.cincinnatiLibrary.org.

◀ **Andrea Ellis (of Colerain Township) from the Library's Human Resource Department will offer job seekers interviewing tips and techniques at the Corryville Branch Library on December 10.**

Resume 101.

Whether you're putting your resume together. Learn the basics of putting your resume together from scratch or give your existing resume a boost with SuperJobs Center staff. Registration is required.

Monday, December 7, 10:30 a.m. | Delhi Township Branch Library, 5095 Foley Rd., 369-6019

Thursday, December 10, 4:00 – 5:00 p.m. | Madeira Branch Library, 7200 Miami Ave., 369-6028

Interview Tips and Techniques.

Learn effective tips and techniques to help you ace the interview and win the job! Participants will also learn about the importance of thank you letters, networking, and informational interviewing. Presented by Andrea Ellis from the Human Resources Department of the Public Library of Cincinnati and Hamilton County. Registration required. Call 369-6034 to register.

Thursday, December 10, 1:00 p.m. | Corryville Branch Library, 2802 Vine St., 369-6034

Interview Prep.

Learn what you can do BEFORE the interview to help you win the job! Includes tips on how to research your prospective employer using the Library's databases. Registration is required.

Tuesday, December 15, 2:00 p.m. | Main Library, 800 Vine St., 369-6900 – Room 3A