



Employment & Training
680 Main Street, 2nd Floor
Dubuque IA 52001

Standard Presort
US Postage
PAID
Dubuque IA
Permit #477

Information on Free Workshops Inside!

Online Application Tips

1. Complete the entire profile or application
2. Carefully read and follow all the directions
3. Include details, be specific, use comment sections
4. If possible, include a cover letter
5. Ensure the e-mail address used is one that you check frequently
6. Use the same e-mail in all communications

Reasons People Don't Get Hired

- Poor personal appearance
- Overly aggressive
- Inability to express information clearly
- Lack of interest and enthusiasm
- Lack of planning for career; no purpose or goal
- Nervousness, lack of confidence and poise
- Over emphasis on money
- Lack of tack and courtesy

**Region 1
Employment & Training**

680 Main Street, Dubuque IA 52001
563-556-5800
1-866-227-9874

132 West Greene Street, Postville IA 52162
563-864-7554
1-877-219-5058

Log on to these helpful websites at your local Workforce Center or any personal computer...

www.iowaworkforce.org/region1

Local Workforce Development information for these northeast Iowa counties: Allamakee, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Howard, and Winneshiek

www.iowajobs.org

Iowa full-time and part-time job listings

www.ajb.org

America's Job Bank - a nationwide database of job listings

www.acinet.org

Career InfoNet - career exploration with specific information on the knowledge, skills, and abilities necessary for occupations

Career Insights

Summer 2009

The following workshops are free. Seating is limited, so pre-registration at least four days prior to the workshop. For Dubuque workshops call (563) 556-5800 for West Union workshops call (641) 394-4732 ext. 105.

Job Club Are you looking for work? Topics include information on career exploration, resume preparation, interviewing techniques, and job search strategies.

Dubuque	August 3-7, August 31-September 4	9:00 am-3:00 pm
West Union	July 13-16, September 14-17	9:00 am-3:00 pm

Workplace Essentials Covers topics such as goal setting, learning/thinking styles, becoming a critical thinker, problem solving, time management, balancing work and family, plus other skills that are important for job retention.

Dubuque	July 20-24, August 17-21, September 14-18	9:00 am-3:00 pm
West Union	August 10-13	9:00 am-3:00 pm

YOUR SUCCESSFUL JOB SEARCH—A look at job-seeking tools:

- Marketing yourself—from your voicemail to your handshake
- Completing job applications—including electronic ones
- Resume development—getting started and selling yourself
- Interview preparation—effective answers to tough questions
- Success at your new job—how to achieve this

Location: Iowa Workforce Development
NICC Town Clock Center for Professional Development
680 Main Street, 2nd Floor
Dubuque, IA

Time: 9:00 AM – 12:00 PM

2009 Dates: August 4 September 1 October 6
 November 10 December 1

Pre-registration is required. Please notify staff to register or call 563-556-5800, extension 119. For deaf/hard of hearing use Iowa Relay 711.

Auxiliary aids and services are available for individuals with disabilities. If an accommodation is needed, please inform us when you register prior to the workshop date.

Workforce Partners Helping Iowa Work

680 Main Street, 2nd Floor, Dubuque, 563-556-5800, 866-227-9874
951 Linn, New Hampton, 641-394-4732
223 West Main, Manchester, 563-927-4447
429 High Street, Elkader, 563-245-2407
205 East Second Street, Cresco, 563-547-2198

1111 Paine Street, Suite G, Decorah, 563-382-0457
400 S. Frederick, Oelwein, 319-283-2751
132 West Greene Street, Postville, 563-864-7554, 877-219-5058
110 Allamakee Street (Courthouse basement), Waukon, 563-568-3048

Region 1 Employment & Training is an equal opportunity employer/program.
Auxiliary aids or services are available upon request to individuals with disabilities.