



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

Standard Presort
US Postage
PAID
Dubuque IA
Permit #477

Information on Free Workshops Inside!

Miscellaneous Websites

Work in Iowa

www.workiniowa.com

ExecSearches.com

www.execsearches.com/exec.default.asp

Summer Jobs

www.summerjobs.com

Employment Guide

www.employmentguide.com/site/index.html

Dice

www.dice.com

Monster.com

www.monster.com

Job.com

www.job.com

All Star Jobs

www.allstarjobs.com

Adquest-Help wanted

www.adquest3d.com

AARP/SCSEP

www.aarp.org/scsep

State Job Outlook 2012

www.iowaworkforce.org/lmi/occupations/outlook/joboutlookstate.pdf

Black Hawk County

<http://www.co.black-hawk.ia.us/depts/hrjobs.html>

Indeed

www.indeed.com

**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

April 2010

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.

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

Dubuque April 5-9, May 10-14, June 7-11

9:00 am-3:00 pm

West Union May 10-14

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 April 19-23, May 24-28, June 21-25

9:00 am-3:00 pm

West Union April 12-15, June 14-17

9:00 am-3:00 pm



Dear Customer:

If you have already registered with us, we would still like to invite you to take advantage of becoming a member of our center. We have implemented an Integrated Service Delivery Model which offers many benefits for our members. As a member of our center, you will not only receive assistance with completing your work registration, you will also receive personal guidance through the process of acquiring the skills needed to succeed in today's job market including participation in workshops on a variety of topics such as resume tips, interviewing tips, and introduction to basic computers. Please visit us today to take advantage of these great opportunities. We are located at 680 Main Street, 2nd Floor, Dubuque, Iowa.

Resume Development

The rules for resume preparation come and go. Most resumes are skill-based, meaning they focus on what you can do, and not where you did it. This is the information requested by many major employers. However, resumes have no official format. Since a resume is a sales brochure you want to include everything that relays why you're the right person for the job.

Contact your local Iowa Workforce Development office for copies of materials on how to construct a resume, or come in and use one of our resource centers. We have PCs, easy to use resume building software as well as information on websites that list job opening, career exploration tools, and employer data.

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.