



*Presented by Christians  
in Career Transition's  
Business Career Coaches*

Are you seeking a new career? Thinking about job opportunities or promotions within your current company? If so, these workshops are helpful in making that possible for you! Please join us as three of Saxe Gotha's C.I.C.T. Business Career Coaches lead these workshops in February and March. These workshops are open to the community. Invite a friend who could benefit from these skills.

Workshop #1—Resumes & Competencies February 25, 11:00 a.m.—1:30 p.m.

This workshop will focus on creating a new, or revising a current, resume and will also help identify your competencies (Competencies = Skills + Personal Characteristics).

Workshop #2—Interview Techniques March 25, 8:30 a.m.—11:00 a.m.

This workshop will focus on interview techniques that are impactful, as well as creating a cover letter that will get hiring managers' attention.

**Workshop Location: LH Room 112/113**

**Cost is \$25 per person/per workshop.**

**Questions? Please contact Business Career Coach, Kathy Arrowsmith at 803.356.9618 (kca21@yahoo.com). To sign up, please complete the form below and put in the offering plate, or in the C.I.C.T. mailbox in the church office.**

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Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

I am interested in attending the following workshop(s):

\_\_\_\_\_ February 25—Register by February 12  
Resumes & Competencies

\_\_\_\_\_ March 25—Register by March 12  
Interview Techniques

