



Welcome to the MVLAAE Career Center

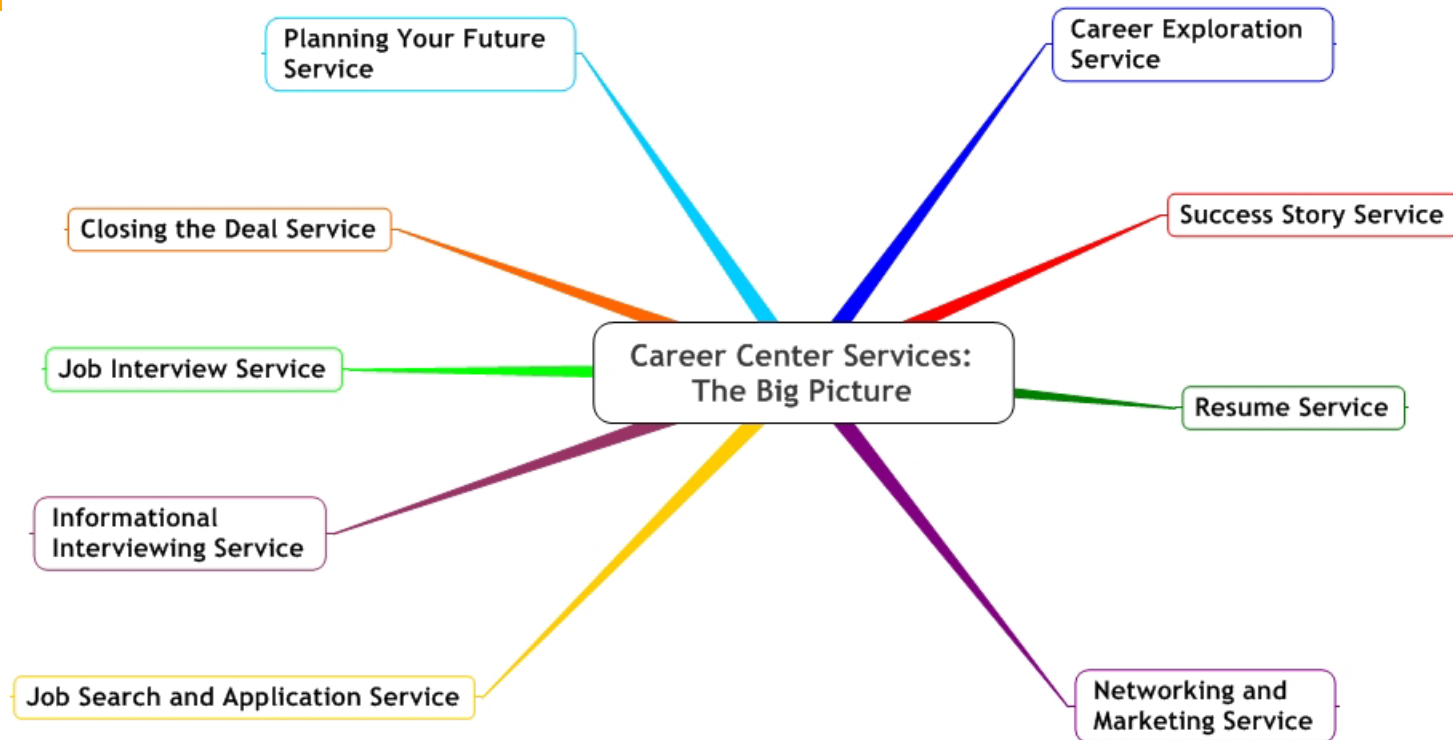
Services Overview



Introduction

- Welcome to the Mountain View / Los Altos Adult Education Career Center.
- This presentation will give you an overview of the services that we provide here at the Center.
- For more information, please contact the Center at 650.940.6032 or mike.genevro@mvla.net
 - Monday: 9:00 am – 3:30 pm
 - Tuesday: 9:00 am – 12:00 pm
 - Wednesday: 9:00 am – 3:30 pm
 - Thursday: 3:30 pm – 8:00 pm
 - Friday: 9:00 am – 3:30 pm

The Big Picture



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Career Exploration Service

- Explore your career and job options.
- Self-awareness / values clarification activities – mixture of activities – self-paced with structured follow-up
- Use available on-line tests with follow-up and discussion
- Explore your potential career paths



Success Story Service

- Define and Use Success Stories (Problem / Solution / Benefit – PSBs)
- Develop Your Success Stories
- Practice Your Success Stories.



Resume Service

- Define Components and Uses of Resumes.
- Use Success Stories in Your Resume.
- Write Your Initial Resume
- Review and Revise Your Resume
- Define and Use Cover Letters
- Write, Review and Revise Your Cover Letters.

Networking and Marketing Service



- Define Role of People Networking in Career Growth and Job Search.
- Create Address Book for Your Network.
- Design and Use Your Business Cards.
- Define Role of Positioning Statement.
- Write and Practice Your Positioning Statement.
- Define and Use Key Follow-up Practices.
- Plan and Implement Your Networking Strategy

Job Search and Application Service



- Introduction: Using the Internet in Your Job Search
- Search for Jobs and Work through Internet and People Connections.
- Plan and Implement Your Job Search.

Informational Interviewing Service



- Define and Use Informational Interviewing.
- Develop Your Informational Interview Questionnaire.
- Practice Informational Interviewing.
- Plan and Conduct Your Informational Interviews.



Job Interview Service

- Introduction to the Hiring (Job) Interview
- Learn Basic Do's and Don'ts of Interviews.
- Prepare and Practice Your Job Interviews.
- Plan and Complete Your Job Interviews.



Closing the Deal

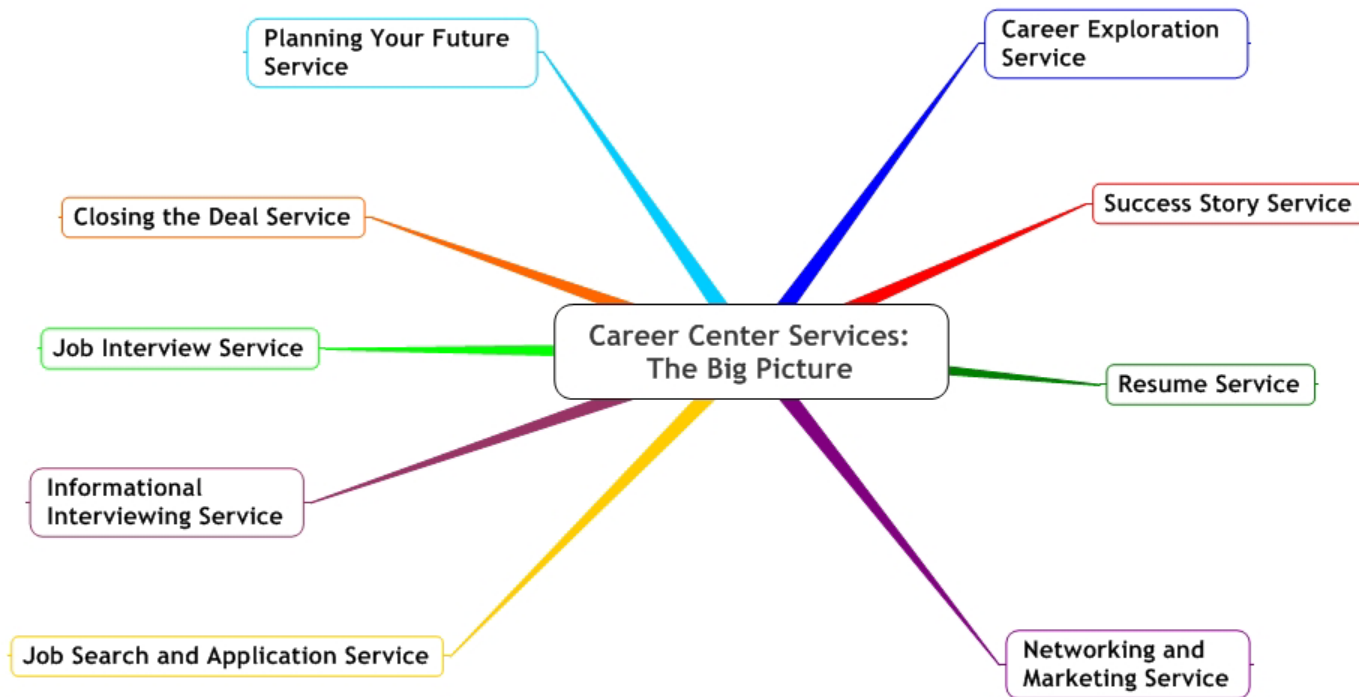
- Introduction to Closing the Deal
- Identify and Document Your Must's and Want's.
- Making the Go/No Go Decision.



Planning Your Future

- Explore Your Career and Life-Work Directions.
- Maintain and Build Your Network.
- Maintain and Expand Your Success Story Archive.
- Prepare for Your Next Steps in Making Your Life-Work a Reality.

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