

NORTH BERGEN FREE PUBLIC LIBRARY

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PROFESSIONAL SKILLS WORKSHOPS

Prepare today to get the job tomorrow!

REGISTER AT THE REFERENCE DESK TODAY

(No residency requirement. All are welcome.)

Acing the Job Interview I

An overview of the interview process, including how to prepare for the interview; and what to expect during each phase of the interview process.

How to follow up after the conclusion of the interview is also reviewed.

Sunday, May 7, 2017 at 2:00 pm or Thursday, May 11, 2017 at 6:00 pm

Introduction to Microsoft Word

Explore the basic features and functions of Microsoft Word.

Thursday, May 18, 2017 at 6:00 pm or Saturday, May 20, 2017 at 11:00 am

Acing the Job Interview II

An in-depth review of typical interview questions and answers, including the use of SOARS and other formats to develop your own answers to these questions.

Sunday, May 21, 2017 at 2:00 pm or Thursday, May 25, 2017 at 6:00 pm



Main Library - 8411 Bergenline Avenue, North Bergen, NJ 07047
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