

SANDHILLS HOKE CENTER

1110 East Central Avenue in Raeford

NEW! How to Find the Right Job for You

\$65 + \$5 tech fee

Learn to find a job that matches your skills or develop new skill sets. Discover ways to translate current skills to a different job environment. Learn to use the Internet effectively to search job databases, prepare employment documents (resume, cover letter, etc.) and maximize your network.

#1984

L. Reiter

Jan 9-25

109 Upchurch Hall

M/W

9 am-12 Noon

NEW! Personal and Professional Development

\$120 + \$5 tech fee

Assess personality traits, interests, attitudes and values and use results to determine employment options. Make a career plan and set personal career goals. Receive one-on-one assistance to compile documents for your employment portfolio.

#1985

L. Reiter

Jan 30-Feb 29

109 Upchurch Hall

M/W

9 am-12 Noon

Technology Awareness for Employment

\$175 + \$5 tech fee

Learn to sell yourself in a tough job market using today's technology. Learn to use technology to locate job openings, complete online applications, use social media for effective networking, and build an electronic employment portfolio.

#1986

L. Reiter

Mar 5-May 9

109 Upchurch Hall

M/W

9 am-12 noon

Pre-Employment Training

\$65 + \$5 tech fee

Learn to properly complete an application, write a resume and prepare for an interview. Learn job search techniques and how to be safe and successful on a job. *This class is a requirement to be considered for employment with Smithfield Packing Company.*

R. Schultz

New Class Begins Every Monday Morning

118 Johnson Hall

M-F

8:30 am-12:30 pm