



LOUDOUN WORKFORCE RESOURCE CENTER

A proud partner of the [AmericanJobCenter](#) network

Loudoun Workforce Resource Center Workshops

More information and to schedule - 703-777-0150 X1

(By referral or appointment only)

- ✓ **Professional Résumé Writing (by referral):** This one-on-one session is for those who are targeting their résumé and cover letter toward a particular job opening, profession or specific employment sector.

Pre-Requisites: You must be working with an Employment or VIEW counselor who recommends you for this opportunity. You must have the ability to type using MS Word and/or have your résumé in MS Word in electronic form.

- ✓ **Mock Interview (by appointment only):** The Mock Interview is a 60-minute individual session to help you prepare and strategize for future interviews. Primarily, behavioral-based interview questions will be presented and you will be asked to respond as you would in a real interview. You will be video-taped and the interview played back to give you constructive feedback on your interviewing style and how you responded to the questions.

If the Mock interview is done using a virtual platform, you will be recorded and be given constructive feedback on your interviewing style and how you responded to the questions. After the session, the recorded interview link will be sent to the email that you registered with.

Recommended: You may benefit from attending these workshops prior to having a Mock Interview:

- 30 Second Commercial – “So Tell Me About Yourself”
- SCARQ – Discover Your Competencies
- Interviewing Styles

- ✓ **Mock Panel Interview (by appointment only):** The Mock Panel Interview is a 60-minute individual session to help you prepare and strategize for interviews involving two or more interviewers. You will be video-taped and the interview played back to give you constructive feedback on your interviewing style and how you responded to the questions.

If the Mock interview is done using a virtual platform, you will be recorded and be given constructive feedback on your interviewing style and how you responded to the questions. After the session, the recorded interview link will be sent to the email that you registered with.

- ✓ **LinkedIn Profile Check Up (by appointment only):** This 30 minute individual session is a review of your LinkedIn profile, conducted via phone consultation. This session is designed for people who are experienced professionals or those who have attended Navigating LinkedIn for new Users. The time will be spent evaluating the strength of your LinkedIn profile content and offering suggestions to optimize it.

Pre-requisites: If you are a new LinkedIn user, it is recommended that you register for Navigating LinkedIn for New Users prior to registering for LinkedIn Profile Check Up.

You must be able to access your LinkedIn account with your username and password.



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- ✓ **Job Seeker Support Group (by referral only):** This twice monthly group session (1st and 3rd Mondays of the month) is a virtual opportunity for job seekers to gather and serve as a source of support for one another in a group format and create a sense of community.

In these staff facilitated sessions, participants will have the opportunity to address job seeking strategies and obstacles through open discussion, active engagement, and a general willingness to participate.

To Get Started:

You must complete and submit a [Resource Navigator Inquiry](#) form.