

Surry Resource & Employment Center



FEBRUARY 2016 (Calendar subject to change without notice)

Contact Hours
Monday- Friday
8:30AM-4:30PM

Contact Info
11916 Rolfe Hwy
Surry, Virginia 23883
(757) 294-5090 Phone
(757) 294-5204 Fax

Monday	Tuesday	Wednesday	Thursday	Friday
1 	2 GED PREP CLASSES 10:00 AM – 1:00 PM	3 GED PREP CLASSES 10:00 AM – 1:00 PM	4 Workforce Thursday 2:00PM-4:00PM My Resume	5
8 	9 GED PREP CLASSES 10:00 AM – 1:00 PM	10 GED PREP CLASSES 10:00 AM – 1:00 PM	11 Workforce Thursday 2:00PM-3:00PM My Interview	12
15 CLOSED 	16 GED PREP CLASSES 10:00 AM – 1:00 PM	17 GED PREP CLASSES 10:00 AM – 1:00 PM Seniors Typing 101 11:00AM-12:00PM	18 Workforce Thursday 2:00PM-4:00PM Marketing Yourself For The Job You Want	19
22 	23 GED PREP CLASSES 10:00 AM – 1:00 PM	24 GED PREP CLASSES 10:00 AM – 1:00 PM Seniors Typing 101 11:00AM-12:00PM	25 Workforce Thursday 2:00PM-4:00PM My Resume	26
29 				

Connect with us today!
Resources are available!!

REMINDER:

You MUST register in advance for all workshops, hiring fairs and events by calling

(757)294-5090

Employment Center Services

JOB LEADS

Current Job leads, Job Fairs

CAREER PLANNING

Assessment Tools, Case Management

WORKSHOPS

Varied topics: résumé writing, interviewing skills, money matters, company presentations & more

ELECTRONIC SERVICES

Computers, Copier, Fax, Internet, & Email

Computers are first come first serve and no time limit restrictions.

10 Page maximum copies allowed/fax for employment/training purposes only

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Free Career Skills Workshops –



My Résumé – Learn and discuss the different formats of résumés, discover the advantages and disadvantages of all formats, know why keywords are vital and how to use them, realize the advantages of accomplishment statements versus job duties and find out how to get started with creating a résumé.

My Interview-Identify the different types of interviews, stages of a job interview, learn how to appropriately respond to traditional interview questions and how to tackle behavioral interview questions, discuss proper interview attire to make a great first impression and the ins and outs of writing thank you notes that will leave a lasting last impression.

See calendar for dates and times.

Consider Our Services

Are you currently hiring?
Need additional workers?
Let Us Help!
Call today for details at (757) 294-5090



Practical Money Skills **Available Classes Include:**

Basic Budgeting
Using Credit to Your Advantage
Planning for Your Future

Pre-register for the class by calling
757-294-5215 or email
Shevonne Newby at Snewb006@vt.edu

The following services are offered onsite at the Surry County Resource and Employment Center:

- Filing of Unemployment Insurance Benefits
- Virginia Workforce Connection Registration
- Résumé Assistance
 - Assistance for Employers:
 - Posting of Available Jobs
- Computer and Job Readiness Classes
 - PREGED/GED Classes
- Mock Interviews
- Budgeting Classes

ADA COMPLIANCE

In compliance with the Americans with Disabilities Act, reasonable accommodations for persons with disabilities who wish to participate in workshops open to the general public will be made. Notification of seven business days prior to the event will be needed to make arrangements to provide reasonable accommodations.

Contact the Employment Center with your request. Please include the requested accommodation and your contact information.
Call (757) 294-5090 or email lgholston@surrycountyva.gov