

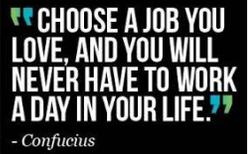


# Surry Resource & Employment Center

Contact Hours  
Monday- Friday  
9AM-4PM

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

**November 2015** (Calendar subject to change without notice)

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 CLOSED ELECTION DAY!!!!  GET OUT AND VOTE!!!!	4 GED PREP CLASSES 10:00 AM - 1:00 PM	5  WORKSHOP MY RESUME  10:00 AM - 12:30 PM	6 
9 	10 GED PREP CLASSES 10:00 AM - 1:00 PM	11 CLOSED 	12 WORKSHOP   10:00 AM - 1:00 PM	13  VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES  WORKSHOP 10:00AM - 1:00PM
16 WORKSHOP   BASIC BUDGETING 10:00AM - 11:00AM	17 GED PREP CLASSES 10:00 AM - 1:00 PM	18 GED PREP CLASSES 10:00 AM - 1:00 PM	19 WORKSHOP   10:00 AM - 1:00 PM	20  WORKSHOP MY INTERVIEW  10:00 AM - 12:30 PM
23  WORKSHOP MY RESUMÉ 10:00 AM - 12:30 PM	24 GED PREP CLASSES 10:00 AM - 1:00 PM	25 CLOSES  AT  12:00PM	26 CLOSED 	27 CLOSED 
30  RESUMÉ REVIEW BY APPOINTMENT ONLY (GOODPREP REQUIRED) 10:00 AM -1:00 PM	<u>Quote of the Day</u> "Passion is the Difference Between Having A Job and Having A Career			

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: resumé 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