



# Need help networking or effectively selling yourself?

**You are at the right place!**

The WisdomWorks Program this MARCH at the Billerica COA.

## WisdomWorks helps adults 50+ learn essential skills to find a job!

FACILITATORS: Linda Collins Beaupre from HERE and Velda McRae-Yates from UMass, Boston

PROJECT LEADER: Karen Cusack-Bouvier, OUTREACH DEPARTMENT, BCOA

### FOUR COMPREHENSIVE MODULES GROOM YOU FOR SUCCESS

Time: 6-8 pm

Location: Billerica COA, 25 Concord Road, Billerica

RSVP TODAY to KAREN: 978 671 0916, extension 2006 or [kcusack-bouvier@town.billerica.ma.us](mailto:kcusack-bouvier@town.billerica.ma.us)

Module 1	March 7, 2017	<b>LOOKING BACK – WHAT NEXT</b> <ul style="list-style-type: none"> <li>- Understand your motivating factors</li> <li>- Assess your skills, interests and values</li> <li>- Identify your <b>goals and needs</b></li> </ul>
Module 2	March 14, 2017	<b>GETTING STARTED</b> <ul style="list-style-type: none"> <li>- Develop your message</li> <li>- Build your resume, Create a strong summary statement</li> <li>- Draft an effective <b>cover letter</b></li> </ul>
Module 3	March 21, 2017	<b>JOB SEARCH STRATEGIES</b> <ul style="list-style-type: none"> <li>- <b>Network</b> as the most effective method</li> <li>- Post your <b>resume on the Internet</b>, Answer classified ads</li> <li>- Work with Recruiters</li> </ul>
Module 4	March 28, 2017	<b>INTERVIEWING</b> <ul style="list-style-type: none"> <li>- <b>Prepare</b> for the interview</li> <li>- Understand how to <b>sell yourself</b></li> <li>- <b>Practice</b> answering questions, Negotiate with confidence</li> </ul>

Program brought to you by the Executive Office of Elder Affairs and Massachusetts Council on Aging