

# What's on

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## in May

**The Gordon Skills and Jobs Centre** is a free careers service for jobseekers in the Geelong and Wyndham regions. The centre provides information and advice about training and employment opportunities to assist individuals to make informed career choices.

### Tuesday

**8 May** 10am - 12pm  
Westfield, Geelong

### Resume workshop

Learn to craft an effective resume, cover letter and answer key selection criteria.

### Tuesday

**15 May** 10am - 12pm  
Westfield, Geelong

### Interview skills

Learn about the different types of interviews and what interviewers are looking for, as well as having some practice.

### Tuesday

**22 May** 10am - 12pm  
Westfield, Geelong

### The hidden job market

This workshop teaches you to look beyond the job ads to where the less obvious opportunities lie.

### Mon - Sat

Westfield, Geelong

### Free One-on-One appointments

We offer individual career advisory appointments where we provide: career planning, development and career change decisions; job search support and interview coaching; training and re-skilling advice.

### Every Saturday

**5, 12, 19 and 26 May**  
10:30 - 11:30am  
Westfield, Geelong

### Job search strategies

Find out everything you need to know about looking for a job including how to write a resume and cover letter in this one hour workshop.

### Monday

**28 May** 10am - 11am  
Westfield, Geelong

### Employer Panel

*Insights into Volunteering - Good for you, good for your career.*

Come along and gain some insights into the world of volunteering. The panel will provide an overview of their organization and discuss the benefits of volunteering and how to get involved.



**Workwise**  
Women

Westfield, Geelong

### Workwise Women

Targeted program developed to assist women facing career and employment challenges to establish strategies for success, create career/work goals and action plans. This program runs every 3 months once a week for 5 weeks.

### Questions?

**P** (03) 5225 0700 (Westfield Geelong)

**E** [skillscentre@gordontafe.edu.au](mailto:skillscentre@gordontafe.edu.au)

Bookings are essential for all workshops, panels, programs and appointments.