



Buscando Empleo en el Internet (Internet Job Search)

Apenda como buscar empleo en el Internet.

¿Se le dificulta buscar empleo en el Internet? Hoy en día la mayoría de los empleos requieren que aplique por medio del Internet. Usted no ha conseguido el empleo que desea por que no sabe aplicar en el Internet. Para más información de diferentes talleres visite el centro de carreras de Goodwill.

Career Directions

Learn about self-discovery and how to uncover your hidden gifts and talents to enhance your job search.

Join the Goodwill Career Center and Kelly Center for Corporate Learning for this interactive and insightful journey of self-discovery. Acquire techniques aimed at helping you align your skills, experience, and education to make the most of your professional development plan.

Certified Nursing Information Session

Be a part of the fastest growing industry by attending an informational session about becoming a Certified Nursing Assistant.

Computers: Advanced/Intermediate MS Word

Learn how to create complex documents in MS Word 2010.

In this class, we will discuss setting margins and page orientation, entering and editing text, line spacing, adding bullets, setting tabs, adding text and page numbers to headers and footers, adding borders, and creating basic tables. Advance MS Word will explore word processing topics such as mail merge, footnotes and formatting tabs. Please register by contacting the career center before attending the class, space is limited.

Computers: Attach Your Résumé to Email

Learn how to attach a document to an e-mail message for hiring managers.

During this workshop, we will discuss and practice sending a résumé by email and completing an online application. Participants should be able to navigate on the Internet, have an email account, and a résumé that is saved on a flash drive before attending class. Please register by contacting the career center before attending the class. Space is limited.

Computers: Beginner MS Excel

Learn the basics of creating a spreadsheet and performing simple calculations in MS Excel.

During this class, participants will learn how to use screen and worksheet elements, input basic mathematical formulas, and create basic graphs and charts. This class is great for those with no Excel experience or those who want to refresh their skills. Please register by contacting the career center before attending the class, space is limited.

Computers: Cut, Copy and Paste Information

Learn to Cut, Copy, and Paste in a word processing document.

During this class, participants will learn to select specific pieces of text on the screen and copy-paste text and objects to consolidate information into one place. Participants should be familiar with using a mouse and keyboard prior to attending the class. Please register by contacting the career center before attending the class. Space is limited.

Computers: Intermediate Excel

Learn how to customize a spreadsheet to document your job search progress.

Looking for more information on a class or don't see a description for the class in which you are interested?

Email us at careerservices@ging.org.



During this class, participants will learn how to use pivot tables, pivot charts, and advanced formatting options. Participants will also learn how to name tables and sort and filter data. Participants should have prior knowledge of MS Excel before attending class. Space is limited.

Computers: Internet for Beginners

Learn how to explore the world wide web to find your next job opportunity.

In this class, students will learn how to navigate from one web page to another and to customize an Internet browser for easier navigation. Participants should be familiar with a mouse and basic computer knowledge. Please register by contacting the career center before attending the class. Space is limited.

Computers: Introduction

Come learn the basic computer functions to begin your job search.

In this introduction to computers course, participants will learn how to identify the appropriate use of a mouse and keyboard, create new documents, and locate files. This course is for people with very limited computer or no computer experience. Please register by contacting the career center before attending the class. Space is limited.

Computers: Maximize Your Internet Job Search

Learn successful techniques to maximize your Internet job search.

During this class, participants will learn how to access general online information about different careers, as well as the advantages and disadvantages of job searching online.

Computers: PowerPoint

Learn how to create a basic PowerPoint presentation for your next interview.

In this class, participants will learn how to create a PowerPoint presentation, apply a design template, insert objects, and add animation. Please register by contacting the career center before attending the class. Space is limited.

Computers: Set-Up an Email Account

Create your own e-mail account and send your first employment email today.

Students will obtain an email account and learn how to compose and send e-mails, reply, reply to all, and forward an email. Participant should be familiar with the Internet. Please register by contacting the career center before attending the class. Space is limited.

Computers: Upload Your Résumé to Online Application

Learn how to upload your résumé to an online job application.

During this class, we will learn about the upload feature in online applications. Participants should be able to navigate on the Internet, have an email account, and have a résumé saved on a flash drive before attending this class. Please register by contacting the career center before attending the class.

Creating a Cover Letter

Learn how to create an impressive cover letter for your job search.

During this workshop, participants will learn the ins and outs of creating a cover letter, giving participants an edge above all the other candidates applying for the same job.

Creating Your Professional Image!

This workshop is designed to help you polish your professional image.

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Learn about the importance of having a professional presence. During this workshop, we will discuss appropriate and inappropriate business attire, define the term "traditional" business attire, and examine the appropriate limitations of "business casual" attire. We will also explore other areas that will help improve your business image.

Customer Service Workshop

Come learn the art of providing excellent customer service.

Join us for a two-hour training on how to provide excellent customer service regardless of the job type. We will also work to make sure you are prepared for your next job opportunity by reviewing interview tips.

De una Buena Impresión en la Entrevista de Empleo (Interviews)

Aprenda como tener una buena entrevista.

Su preparación y experiencia le pueden ayudar a conseguir la entrevista. Pero es su aptitud la que le ayudara a obtener el empleo. Para más información de diferentes talleres visite el centro de carreras de Goodwill. ¡Reserve su lugar hoy!

De una Buena Impresión en su Currículo (Résumés)

Aprenda cómo crear su currículum.

¿Sabe usted como expresar sus cualidades en su currículum? Aprenda cómo crear su currículum para ayudarle a obtener el trabajo que desea. Para más información de diferentes talleres visite el centro de carreras de Goodwill.

Developing a Job Portfolio

Learn how to create a portfolio to impress company recruiters.

During this workshop, participants will obtain guidance with creating a job search portfolio.

During Your Job Search: Meals in Minutes

Learn how to create nutritional meals in only 15 minutes.

Take the stress out of mealtime by learning how to prepare a meal in 15 minutes. It will save you time during your job search and after you secure your job.

English for Speakers of Other Languages

This class is designed for participants whose first and primary language is not English.

Beginner's Class: This course provides beginning students with essential vocabulary, grammar, and functional expressions needed to communicate at a basic level.

English for Speakers of Other Languages: Beginner

This class is designed for participants whose first and primary language is not English.

This course provides beginning students with essential vocabulary, grammar, and functional expressions needed to communicate at a basic level.

English for Speakers of Other Languages: Intermediate

This class is designed for participants whose first and primary language is not English.

This course is designed for those who have a good understanding of English. It provides a solid grounding in the structures and communicative functions of English, as well as extensive practice in speaking, listening, reading, and writing.

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Entrevistas de Trabajo (Interviews)

Necesitamos empacadores, ensambladores, etc.

Debe pasar exámenes de drogas y antecedente criminal limpio. Debe tener experiencia industrial.

Financial Literacy Classes

Learn more about your credit and how to create and to set and implement personal budgeting goals.

During this workshop, participants will gain knowledge and general understanding of basic financial literacy including credit awareness and personal budgeting. Participants are encouraged to print a free credit report at annualcreditreport.com if one-on-one credit assistance is needed. Goodwill of North Georgia is committed to promoting financial literacy.

GED and Adult Literacy Tutorial Lessons

Learn basic adult reading, writing, and math to prepare for GED testing.

During this class, we will assist participants in upgrading their basic skills to better prepare for the job market or college entrance. This class will also provide participants with the basic skills needed to obtain a GED. Participants are encouraged to bring a dictionary and calculator to class. This class is for adults only.

Georgia Work Ready Test

Get your Georgia Work Ready Certificate and highlight your scores at your next interview.

GA Work Ready Testing measures an individual's skills in the areas of applied math, reading information and locating information. During this session, participants will have the opportunity to take the GA Work Ready Test. The test results can be used to demonstrate their level of "work readiness" to future employers. Participants are encouraged to register at the career center to schedule a test date.

Getting Back to Work with a Criminal Record

Learn ways to get back into the workforce and overcome your criminal background.

In this workshop, we will discuss how to overcome a criminal background during the job search process. We will explain how to list lapses in employment history on your résumé and provide a list of resources that can help in your job search. Please note that legal advice will not be given during this workshop.

GoodBIZ @ Goodwill

Want to start a business? Need to increase your income? Want to develop basic business skills? Then GoodBIZ @ Goodwill is for you!

Let GoodBIZ @ Goodwill help put you on the right path to owning a successful business. We assist individuals in determining the feasibility of the business idea and create comprehensive business plans. For more information you can attend an information session.

GNG Academy

Do you need additional assistance with enhancing your job skills?

GNG Academy is an opportunity for youth and adults to gain extra assistance in the areas of: Adult Education, College and Career Planning, and Financial Education. Classes are offered on Saturdays at the Woodstock Career Center. Please call to register for this program.

How to do Well at a Job Fair

Looking for more information on a class or don't see a description for the class in which you are interested?

Email us at careerservices@ging.org.



Learn how to make the most out of a job fair.

During this workshop, we will discuss, how to make the most of a job fair by preparing well beforehand. Find out how to dress, what to bring, how to approach employers, what to ask them, what to do after the fair is over, and more.

Identifying Career Interests

Get guidance on your career direction.

During this workshop, participants will take online assessments that measure level of interest in broad career categories to help them assess the direction for their career. This workshop is ideal for job seekers who are undecided about exploring new career directions.

Interviews That Work

Learn how to prepare yourself for a successful interview.

Participants will be given information on how to prepare for an interview. Sample interview questions and answers will also be shared. Participants should bring a pen/pencil and paper for note taking.

Job Club

Meet with us to receive tips to improve the results from your job search.

Here's your chance to meet with others who are seeking employment and facing the same anxieties about LACK OF WORK! Together we will discuss the challenges you face in your job search and provide suggestions to improve your results. All types of job seekers are Welcome!

Job Club: Communication Style

Learn how to eliminate misunderstandings and annoyances during your job search.

If you are engaged with other at work or during your job search for any reason, it is likely that your daily dose of misunderstandings and tension leaves you less productive, creatively blocked, more prone to errors, and emotionally drained. During this job club meeting, we will discuss different ways to successfully communicate and how it can affect your job search.

Job Club: Finding the Right Job

Receive tips to improve the results of your job search.

In this job club meeting, we will talk candidly about challenges you face in your job search and provide suggestions to improve your results. Job Club participants are made up of individuals with all types of career backgrounds.

Job Club: Job Search Techniques

Learn effective strategies for job searching via Internet, job clubs, and job fairs.

During this job club meeting, we will discuss how to utilize various resources, agencies, and tools to engage in effective job searches.

Job Club: Networking Effectively

Learn techniques and methods for networking to aid in your job search.

During this job club meeting, we will discuss how to create a group of acquaintances and associates through regular communication for mutual benefits.

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Job Club: Non-Custodial Parent Job Seekers

Learn about the Georgia Fatherhood Program and the benefits they provide to their program participants.

The Georgia Fatherhood Program provides a broad assessment of academic skills and workshop competency for non-custodial parents. Program participants receive assistance securing transitional employment while they take part in skill workshops. During the job club meeting, you will have the opportunity to meet with representatives from the Georgia Fatherhood Program to learn more about the program and specific eligibility requirements.

Job Seeker Website Workshop

Learn how to build a free website to display your skills to the world.

In this class, participants will be given information, techniques, and free web building resources to help create a personal website. Participants should have intermediate computer and Internet experience to attend this class.

Make Your Résumé Work Harder For You

Give your résumé CPR and ensure your résumé accurately represents you.

During this class, we will discuss the difference between functional and chronological résumé and provide tips on how to format your résumé to make it stand out.

One-on-One Job Search

Get personalized assistance with your job search.

A Goodwill volunteer will be available to give individualized assistance with your resume, online application, and interviewing.

Online Application Assistance

Learn how to successfully navigate through online applications.

During this workshop we will provide jobseekers with the knowledge that they need to successfully complete online applications.

Online Document Management

Learn how to manage your online documents.

Gone are the days of lugging around floppy disks, CDs, and USB Flash Drives. Come learn how to manage all of your documents online. The information that you learn in this workshop will help you organize all of your résumés and cover letters. It will also help you work more efficiently in teams at work and make completing projects and presentations easier. Participants should have a working knowledge of a computer, basic programs and the Internet.

Online Job Fairs

Learn about the various online employers waiting for you to apply.

Move to the top of the list for employment consideration via the online job fair. An online job fair, also known as a virtual job fair or electronic job fair, is an online version of a traditional job fair. The advantage to attending the Online Job Fair is to have access to apply with companies through our specialized online screening process. Please bring a résumé that has been saved on a flash drive and make sure you have an email account.

Orientation: Career Center

Learn about what the Goodwill Career Centers have to offer.

Looking for more information on a class or don't see a description for the class in which you are interested?

Email us at careerservices@ging.org.



The advantage of attending the Career Center Orientation is to learn about our job search resources, to access employment and training opportunities, fax machines, copiers, computers, Internet, and phones for your job search.

Regístrese para un Correo Electrónico (Set-Email)

Aprenda como enviar su currículum por un correo electrónico.

¿No tiene correo electrónico? En este seminario obtendrá un correo electrónico gratis por medio de gmail. También aprenderá como enviar su currículum por medio de correo electrónico. Para más información de diferentes talleres visite el centro de carreras de Goodwill. ¡Reserve su lugar hoy!

Résumé Round-Up (Critique)

Have your résumé reviewed by heading to the Résumé Round-Up!

The advantage of the Résumé Round-Up is to give jobs seekers an opportunity to receive one-on-one assistance and drop off their résumé for professional critiquing.

Résumé Writing Made Easy

Learn how to create a winning résumé that results in a job interview.

In this workshop, participants will get assistance in updating or creating a résumé. In addition, participants will learn the difference between a functional and chronological résumé. Participants should bring work history and dates of employment to the workshop.

SafeLink Free Cell Phones

Come learn how you can get a free government issued cell phone to keep the lines of communication open between you and your employer.

Social Media, Self-Marketing, & Building Your Professional Brand

How can you use social media in your job search?

Join the Goodwill Career Center and Kelly Center for Corporate Learning for an interactive Lunch & Learn Workshop about how to best position yourself for a job search now and in the future. Learn why it is the human connections that get you work more often than the "database query" of job listings.

In addition, you will learn how to leverage LinkedIn, Brightfuse, Facebook, and Twitter sites while building professional networks and communities.

Step-Up Your Job Search

The Job Search Workshop is designed to assist job seekers in their search for employment.

During this workshop, you will learn how to find job openings, promoting your abilities, and market your skills.

Town Hall Meeting

Come join us to discuss issues important to your job search and your experience at the Goodwill Career Center. Meetings are set-up and conducted in a way that will make you feel comfortable in attending and expressing your concerns and opinions.

All Goodwill Career Center registered clients are welcome to attend.

¡Usando la computadora! (Basic Computer)

Aprenda como usar el mouse y teclado.

Looking for more information on a class or don't see a description for the class in which you are interested?

Email us at careerservices@ging.org.



¿Está usted perdiendo oportunidades de trabajos porque requieren el uso de una computadora? ¡Venza su temor en este seminario práctico! Aprenda como usar el mouse y teclado, también aprenda cómo crear un documento y como guardar un documento. Para más información de diferentes talleres visite el centro de carreras de Goodwill.

Using LinkedIn in Your Job Search: Beyond Basics

Discover ways that www.linkedin.com can help you in your job search.

Are you on LinkedIn and thinking, "Now what?" During this class you will receive tips to help improve your profile and learn how LinkedIn can help you with your job search.

Using Social Media in Your Job Search

Discover ways that social media can help you in your job search.

During this class, job seekers will receive tips to help improve your social media page profiles and learn how they can help with your job search.

Veterans/Active Duty Military Resources

Learn about employment resources available for Veterans and Active Duty Military.

The GA DOL will be onsite every Tuesday to assist any Veterans and Active Duty Military in locating or using resources available. Assistance in getting answers to any questions regarding benefits and employment services are available as well.

Workplace Spanish

Learn how to converse in Spanish at work.

During this class, students will have guided conversation in Spanish, perform scenarios in Spanish, and learn workplace Spanish vocabulary. Knowledge of basic Spanish vocabulary is a plus.