



Workforce Development Board  
www.sbcounty.gov/workforce

America's JobCenter  
of California<sup>SM</sup>

# YOU ARE INVITED - TO JOIN OUR **FREE** VIRTUAL RESUME WORKSHOP

**WHEN:** Wednesdays  
**TIME:** 10 am to 12 pm  
**LOCATION:** ZOOM Platform



## The Workshop is primarily designed to get you back into the workforce

We'll focus on

- ~ Resume boosting and building
- ~ Resume networking

- ~ What recruiters want from job seekers
- ~ Discover different resume formats

To register for the event, please visit <https://www.caljobs.ca.gov> and follow the instructions on page 2

### WEST VALLEY AJCC

9650 9th Street, Suite A  
Rancho Cucamonga, CA 91730  
909.941.6500

### EAST VALLEY AJCC

658 E. Brier Drive, Suite 100  
San Bernardino, CA 92408  
909.382.0440

### HIGH DESERT AJCC

17310 Bear Valley Road, Suite 109  
Victorville, CA 92395  
760.552.6550



[www.caljobs.ca.gov](http://www.caljobs.ca.gov)



1.800.451.JOBS (5627)

This WIOA Title-I financially assisted program, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities, California Relay Service 711.

## BOARD OF SUPERVISORS

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Go to [www.caljobs.ca.gov](http://www.caljobs.ca.gov) and login to your CalJOBS account then follow the instructions below

1) In the left column, click **MY RESOURCES**

My Individual Workspace

My Dashboard

How We Can Help You

Directory of Services

1 My Resources

2) Then click **Upcoming Events**

2 Upcoming Events

3) Under **Event Region** select from the drop-down menu **San Bernardino County, Jobs and Employment Services**

3 Event Region: San Bernardino County, Jobs and Employment Ser

4) Under **Event Office** select **SBO High Desert**

Event Office: SBO First Institute  
SBO Inland Empire Healthcare Training Institute  
SBO Goodwill Industries So Cal  
SBO Hesperia USD  
4 SBO High Desert

Hold the Ctrl key while clicking to select/unselect multiple Off

5) Then click **Filter**

Event Category:

Event ID: (Using Event ID will ignore all other selected

State Wide Display:  Yes  No

Show only my events:  (Using Show Only My Events will ignore all other selecte

5 [ Filter | Reset Filters ]

6) On the displayed calendar or list, Click the workshop you desire to register for

Calendar View

**NOTE**  
This drop-down menu is used to select **Calendar View** or **Detailed List View**

	Tue		
28		29	
5		6	7
12		6 13 Resume Workshop	14
19		20	21

7) At the bottom of the Event page, click the **Register** button

7 Register

The day prior to the event, you will be emailed the link to register for ZOOM