

Monday	Tuesday	Wednesday	Thursday	Friday																																			
<p><b><u>Advanced Resume (Virtual)</u></b> WS Beaverton-Hillsboro Apr. 27<sup>th</sup> 10:00 am -12:00 pm</p> <p><b><u>Career Exploration (Virtual)</u></b> WS Tigard Apr. 13<sup>th</sup> 12:30-2:30pm</p> <p><b><u>Computer Workshops (In-Person)</u></b> WS Beaverton-Hillsboro, lab 110 Apr. 6<sup>th</sup> Computer Basics, 9-10:30am Apr. 6<sup>th</sup> Gmail, 11am-12:30pm Apr. 13<sup>th</sup> Google Drive, 9-10:30am Apr. 13<sup>th</sup> Google Docs, 11am-12:30pm Apr. 20<sup>th</sup> Computer Basics, 9-10:30am Apr. 20<sup>th</sup> MS Word, 11am-12:30pm Apr. 27<sup>th</sup> Google Slides, 9-10:30am Apr. 27<sup>th</sup> Google Sheets, 11am-12:30pm</p> <p><i>Computer or Smart phone with internet access is required to participate in virtual workshops.</i></p>	<p><b><u>Career Boost Information Session (In Person or Virtual)</u></b> WS Beaverton-Hillsboro, room 108 Apr. 28<sup>th</sup>, 10:00 -11:00am To register email: <a href="mailto:CareerBoost@caowash.org">CareerBoost@caowash.org</a></p> <p><b><u>Computer Workshops (In-Person)</u></b> WS Tigard, computer lab Apr. 7<sup>th</sup> Gmail, 9-10:30am Apr. 7<sup>th</sup> Google Sheets, 11am-12:30pm Apr. 14<sup>th</sup> Computer Basics, 9-10:30am Apr. 14<sup>th</sup> MS Word, 11am-12:30pm Apr. 21<sup>st</sup> Google Drive, 9-10:30am Apr. 21<sup>st</sup> Google Docs, 11am-12:30pm Apr. 28<sup>th</sup> Computer Basics, 9-10:30am Apr. 28<sup>th</sup> Google Slides 11am-12:30pm</p> <p><b><u>High Tech Networking Group (Virtual)</u></b> WS Beaverton-Hillsboro Apr. 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> &amp; 28<sup>th</sup> 9:30–11:00am <i>See Topics on Back</i></p> <p><b><u>Resume Writing (In-person)</u></b> WS Beaverton-Hillsboro, lab 110 Every Tuesday 9-10am, <b>Resume Essentials</b> 10:30am-12:00pm <b>Resume Review – Targeting Your Resume</b></p> <p><b><u>WSPM Scholarship Application (Virtual)</u></b> WS Beaverton-Hillsboro Apr. 7<sup>th</sup>, 2:00-3:30pm</p>	<p><b><u>Career Mapping Lite (In-Person)</u></b> WS Tigard, Jenkins Room Apr. 15<sup>th</sup>, 9:30-11:30am</p> <p><b><u>Skilled Trades Career Exploration (Virtual)</u></b> Apr. 22<sup>nd</sup>, 2:00-4:00 pm <a href="#">Register Link</a></p>	<p><b><u>WSPM Scholarship Application (Virtual)</u></b> WS Tigard Apr. 16<sup>th</sup> 9:00-10:30am</p> <p><b><u>Resume Writing (In-person)</u></b> WS Tigard, computer lab Every Thursday 9-10am, <b>Resume Essentials</b> 10:30am-12:00pm <b>Resume Review – Targeting Your Resume</b></p>	<p><b><u>High Tech Networking Group (In-Person)</u></b> WS Beaverton-Hillsboro, room 310 Apr. 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> &amp; 24<sup>th</sup> 9:30-11:00am <i>See Topics on Back</i></p>																																			
<table border="1"> <thead> <tr> <th colspan="5">April</th> </tr> <tr> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thur</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>					April					Mon	Tues	Wed	Thur	Fri			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
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<p><b>LinkedIn Learning through WorkSource Oregon</b></p> <p>By using WorkSource Oregon's workshops and LinkedIn Learning resources, you'll gain the skills and knowledge to succeed in your job search and future career. Don't miss this opportunity to invest in your professional growth and stand out in a competitive job market. Get started <a href="http://www.worksourceoregon.org/workshops">www.worksourceoregon.org/workshops</a></p>																																							
<ul style="list-style-type: none"> <li>➤ Pre-registration for Workshops is required. WorkSource Portland Metro customers can register <b>**at <a href="http://myworksource.org">myworksource.org</a>**</b> <i>Unless noted otherwise under the workshop listing</i></li> <li>➤ Registered customers will receive an email* Zoom invite 24 hours prior to workshop with instructions and a link to access the workshop</li> <li>➤ Video Tutorial on how to register for WorkSource workshops <a href="https://youtu.be/xFtTUKjpr0o">https://youtu.be/xFtTUKjpr0o</a></li> <li>➤ If you need assistance registering for a workshop, email: <a href="mailto:wcskills-training-group@pcc.edu">wcskills-training-group@pcc.edu</a> phone: 971-722-2610.</li> </ul> <p style="text-align: right;">Updated 3/31/2026</p>																																							

**Advance Resume:** This workshop is designed for professionals who already have a resume and want to strengthen its effectiveness in today's competitive job market. Participants will review resume fundamentals while learning advanced techniques for targeting and customizing resumes for specific roles, writing strong accomplishment-based bullet points, and optimizing resumes for Applicant Tracking Systems (ATS) and AI-based screening tools.

**Career Boost Information Session:** In partnership with WorkSource, Community Action provides Career Boost career coaching and career development for SNAP recipients. Attend an information session to learn more.  
To register email: [CareerBoost@caowash.org](mailto:CareerBoost@caowash.org)

**Career Exploration:** Develop your own career goal by exploring a variety of web-based tools to learn about work values, preferred work environments and fit for certain careers in this fun and interactive workshop. You will be provided with resources that will help you identify your workplace values, interests, skills, and the local labor market information for you to effectively job search on your own

**Career Mapping Lite:** Stuck? Stumped? Frustrated? Not sure what to do next? Working with a group of peers, you will self-identify your strengths and abilities and learn how to translate those into a new or refined career path. Begin the process of learning how to set short and long-term career goals and how to develop concrete strategies for meeting these goals. Information will also be provided on community resources available to you

**Computer Workshops:** Rotating topics: Computer Basics, Gmail, Google Drive, Google Docs, Google Sheets, Google Slides, MS Word. Facilitated by Goodwill Industries. **See [myWorkSource.org](http://myWorkSource.org) for descriptions and specific dates/times.**

**Financial Empowerment Series:** *Not being offered in April, Returning in May TO BE DETERMINED DATES AND TIMES*

#### **High Tech Networking Group Agenda April 2026**

Job search group to support individuals from **all industries** in the process of finding employment. **All are welcome.** In a supportive environment, we will look at job search materials and strategies with a focus on what will be most effective. Weekly topics, guest speakers, Job search skills and job leads shared weekly

#### **Tuesdays -Virtual**

4/7 Matt Youngquist – LinkedIn Networking Tips and Tricks  
4/14 Matt Youngquist –LinkedIn Profile Optimizations  
4/21 Recruiter – Matt Hanson  
4/28 Using AI in your Job Search

#### **Fridays – In-Person**

**241 SW Edgeway Dr, Beaverton, OR 97006**

4/3 Kat Doran – Websites Every Job Searcher Should Know  
4/10 Connie Plowman – The Art of Selling You: Standing Out in the Job Search  
4/17 Heather Joy – Preparing for interviews using Chat GPT  
4/24 Keys to Successful Telephone/Teams/Zoom Interviews

**Meet the Employer:** An interactive workshop that brings job seekers face-to-face with hiring employers. Representatives from various companies present overviews of their organizations, including their mission, workplace culture & current or upcoming job opportunities. Participants gain insight into employer expectations, hiring processes & in-demand skills. Features dedicated networking time, giving attendees the chance to ask questions, exchange contact information, and build professional relationships that can lead to future employment opportunities

**Resume Essentials:** Learners understand the purpose of a resume and how it highlights their skills. Participants will identify their top skills and begin creating the five main sections of their resume. Facilitated by Goodwill Industries of the Columbia Willamette

**Resume Review – Targeting Your Resume:** Helps learners use job descriptions to make their resumes stronger. Participants will learn how to tailor their resumes to what employers want and answer questions about different resume sections. Facilitated by Goodwill Industries of the Columbia Willamette

**Skilled Trades Career Exploration:** If you are considering a future career in construction or the skilled trades industry, this workshop will help you discover which path may be the best fit for your interests and strengths. Together, we will explore a variety of trade professions and provide practical guidance, tools, and resources to support you in planning your next steps toward a successful career. [Register Link](#)

**WSPM Scholarship Application:** Learn about the occupational training funds available through WorkSource Portland Metro. Reviews types of training available and process for applying for training tuition support. Must live in Multnomah or Washington county to be eligible.