

# Workshops & Services

Version 6

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**Online Appointment Booking!** You can login to Seneca Works Career Portal and book appointments with a Career Strategist. All appointments are online at this time.

- Career Options
- Effective Job Search Strategies
- Interview Preparation
- LinkedIn: Optimization and Networking
- Resumé and Cover Letter Writing
- Resumé Critiques

To book an appointment with a Career Strategist, login to [Seneca Works Career Portal](#). Select "Book an Appointment" then select "Career Appointments". You may view the calendar by Appointment Provider or Appointment Type. Select the day and time you wish to book and complete the booking form. Please provide a telephone number and email where you may be reached. Select "Book Appointment".

## Workshops

The following workshops are available at each campus. Workshop dates and times are posted on the [calendar](#).

- **Resumé & Cover Letters**  
Learn tips and basic points of resumé and cover letter writing.
- **Networking and the Hidden Job Market**  
Only 20% of available jobs are advertised. Learn the art of networking and how to access those 'hidden' jobs.
- **Job Search**  
Learn tips on effective job search.
- **LinkedIn & Social Media**

Learn how tools such as LinkedIn can help you get noticed and connect with potential employers. Discover how social media and personal branding can help you.

- **Interview Skills**

Plan and prepare for the different stages of an interview: before; during; and after.