

## Dan Hotka, Instructor



Dan is an Authored Computer Expert and Training Consultant who has over 25 years experience in the computer industry. He is now providing 2-day workshops around the world. He is an internationally recognized Oracle Database expert.

I have had over 15 successful job searches over the past 25 years.

I have perfected the art of networking. I have learned the art of career planning.

I have been offered jobs without an interview. I have been approached to do most of my writing.

I have been offered the job when there have been many of other applicants.

I have successfully received more salary than I had asked for.

I have been laid off twice. After the first layoff, I started networking heavily so that I would not be caught unprepared again.



## Professional Job Search Workshop

Give yourself that polish and competitive edge over other job seekers in today's competitive job market.

This workshop will help you on your current job search as well as your future job searches. Both students and seasoned professionals can utilize the skills featured in this program.

Dan shares his expertise in finding jobs in this 1-day workshop. Attendees will learn how to prepare Resumes that get employers attention. Dan will share his tips and techniques in the important art of networking, researching employers, how to interview, where to find jobs, and the most important task: salary negotiations. Attendees will have the opportunity to create/tweak their Resume, create contact business cards, participate in mock interviews, and learn critical cover letter/interviewing techniques.

### Topics covered:

- Resume Review/Enhancement
- Cover Letters/Contact Info
- Recruiters: Do's and Don'ts
- Posting your resume on the internet Do's and Don'ts
- Finding Jobs/Landing Jobs
- The Art of Networking. . . An ongoing process
- Interviewing Techniques including questions to ask
- Salary Negotiations

### PCs available for attendees to:

- Building/Adjusting Resumes
- Make Personal Contact Cards
- Work with example Resumes/Cover Letters