

# UPCOMING WORKSHOPS

Education and Workforce Development will be hosting ongoing educational workshops to help individuals gain skills and knowledge in different content areas that are of interest.



## Topics include:

Cover Letter Basics  
Citizenship Mock Interviews  
Computer Keyboarding Basics I & II

For more information or to register:  
[ewdworkshops@ccda.net](mailto:ewdworkshops@ccda.net)  
Space is limited!

## CONTACT

Education and Workforce Development  
(571) 208-1572 | [ewd1@ccda.net](mailto:ewd1@ccda.net) | [www.ccda.net](http://www.ccda.net)

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# March Workshops

## Workshop Descriptions

### Cover Letter Basics

When: Wednesday, March 3rd

Time: 6:00pm-8:00pm

Location: Online via Zoom

Cost: \$10

Not sure how to get started with a cover letter? In this two-hour workshop, learn the basics of what needs to be included in a promising cover letter. Additionally, time is planned to allow you to start your new cover letter or to work on your most recent one with mentor support.

### Citizenship Mock Interviews

When: Wednesday, March 24th

Time: 2:00pm-4:00pm

Location: Online via Zoom

Cost: \$10

The Citizenship Mock Interviews are set up to give participants the experience of what a potential citizenship interview will look like. Our interviewers will ask you questions that you will see during the interview process. Afterwards, the interviewers will review any areas for improvement with the participant.

### Computer Keyboarding Basics I

When: Saturday, March 20th

Time: 9:00am-12:00pm

Location: Manassas (In-person event)

Cost: \$25

Learn basic typing and keyboarding skills. Increase your job skills and decrease typing time. Practice and learn skills and about resources available to practice your skills. Part 1 of 2. You may bring your own laptop or borrow one on site for the workshop.

### Computer Keyboarding Basics II

When: Saturday, March 27th

Time: 9:00am-12:00pm

Location: Manassas (In-person event)

Cost: \$25

Learn basic typing and keyboarding skills. Increase your job skills and decrease typing time. Practice and learn skills and about resources available to practice your skills. Part 2 of 2. You may bring your own laptop or borrow one on site for the workshop. \*\*Please note that you need to have taken Computer Basics I to attend this workshop.

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