

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Basic Computer Skills 3 PM	4	5	6
7	8	9	10 Labor Market Information 3 PM	11	12	13
14	15	16	17 Writing a Cover Letter 3PM	18	19	20
21	22	23	24 **Closed** Christmas Eve	25 **Closed** Christmas Day	26 **Closed** Holiday Observance	27
28	29	30	31 Applying to State Jobs 3PM			

## In Person Workshops

### WHAT:

In person workshops to better assist job seekers in resume writing, cover letters, interviewing techniques, and much more.

### WHEN:

**Wednesdays**  
**December 2025 @ 3 PM**

### WHERE:

SC Works Sumter Office:  
31 East Calhoun Street  
Sumter, SC 29150

A proud partner of the  American Job Center<sup>®</sup> network