

# JOB READINESS WORKSHOP

*(For youth 16 to 21 yrs. old who are interested in finding jobs, getting, & keeping a job.)*

- *Learn how to complete an application*
- *Learn what a good first impression can do for you*
- *Learn what employers want in applicants*
- *Learn what a network is and how it is your greatest link to employment*
- *Learn how to create an effect resume*
- *Learn how to interview to get the job you want*
- *Learn how to keep a job once you have landed it*
- *And much, much more...*

**Workshop Date: May 20, 2008**

**From 3:30pm to 6:30pm**

**Location:**

**2200 N Central Ave. @ Computer Career**

**Institute Suite 100**

**Phoenix, AZ 85004**

**602 266-1500**

**RSVP: There is no charge for the workshop however space is limited and requires registration. Call 602 393-4968 or email [gretchen.holmes@cisarizona.org](mailto:gretchen.holmes@cisarizona.org) Walk-ins are welcome space permitting.**

## **POSSIBLE EMPLOYMENT OPPORTUNITIES!**

**Seating is Limited**

**Registration is Required**

**Call 602 393-4968 to get a seat!**

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