JOB SEARCH WORKSHOP

THE **GILCHRIST CENTER** IS OFFERING A TRAINING PROGRAM FOR NON-NATIVE ENGLISH SPEAKERS *WHO ARE LOOKING FOR EMPLOYMENT*.

- ⇨ Explore the job market and identify future opportunities
- ⇨ Prepare a resume and cover letter
- ⇨ Search for jobs traditionally and on the internet
- ⇨ Complete an application on paper and online
- ⇨ Practice interview skills
- ⇨ Learn how to succeed in the American workplace
- ⇨ Gain skills for job retention

CLASS INFORMATION

Date: Wednesdays, 01/14 – 02/25/2015

Time: 1:30 - 3:30pm (7 Sessions)

Fee: $25

TO BE SELECTED YOU MUST:

- ✓ Have high Intermediate/Advanced level of English
- ✓ Be familiar with Microsoft Word
- ✓ Be familiar with Internet/email
- ✓ Have access to a computer

HOW TO APPLY:

Send an email to Judith Johnson at judithheron@gmail.com.

You will then receive an email with detailed information. Early application is strongly recommended. Space is limited!

For more information call **240 777-4940**

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