

**Need help getting
or keeping a job?**

**Come join our
Workforce
Readiness
Job Club**

**We meet one day per week
(in each of our two offices)
for 18-weeks**



A not-for-profit organization

**SERVICES PROVIDED FREE
TO EMPLOYER AND
EMPLOYEE**

E-mail: CareersforPeople@aol.com

www.careersforpeoplewithdisabilities.org

401 Columbus Avenue,
Valhalla, NY 10595
(914) 741-JOBS (5627)

45 Fair Street,
Carmel, NY 10512
(845) 225-8007



**A Successful
Job for You**

**Creative job
placement and
individualized
services**

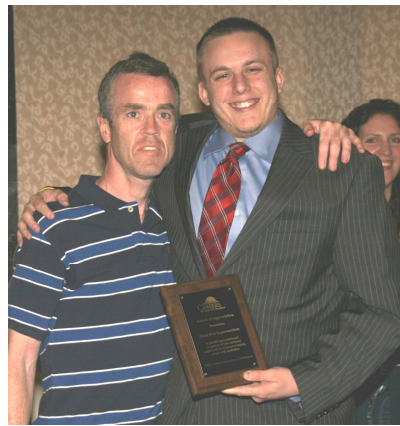


CAREERS Workforce Readiness Job Club

In our group, we'll work together to:

- ◆ Create an effective resume
- ◆ Develop good references
- ◆ Master networking to find the job you want
- ◆ Learn how to properly fill out applications
- ◆ Learn how to pass pre-employment personality questionnaires
- ◆ Determine how to dress and act professionally
- ◆ Discover and practice interviewing skills
- ◆ Learn how to work effectively with co-workers and management
- ◆ Develop positive ways to deal with supervision

**Groups are
FREE**



Learn how to make the most out of your relationship with your supervisor.

Groups are held once per week (in each of our two offices) for a total of 18 weeks



You can be successful too, just like the hundreds of other clients we've helped over the years.

Things You'll Learn:

- ◆ How to sell yourself on interviews
 - ◆ Dressing for success
 - ◆ How to make a great first impression
 - ◆ Great answers to the toughest interview questions
 - ◆ How to win the interview AND the job
 - ◆ Making working relationships work
- ...and much, much more!



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Let your Employment Specialist know you want to join our group