

# Interested in finding a summer or a part-time job?

Be prepared to apply, interview, and land a job!!!

## Valleyworks Career Center offers "Work Ready Youth" Workshop

This interactive two (2) part workshop provides motivated youth, ages 17 to 24, with the key elements to prepare for a summer job, your first job or to achieve success and gain experience in a new position.

Part 1: Prepares you for connecting with potential employers, talking about your skills and experience, filling out an application and speaking with employers at a job fair or during a job interview.

Part 2: Provides you with assistance to compose and type your résumé.

Attending all workshop sessions & completing all of the work ready activities will help you earn a **Work Ready Youth (WRY) Certificate**.

### Who should attend a "Work Ready Youth" Workshop?

Anyone age 17 to 24 interested in finding a job, a summer job or a part-time job

- College Students
- High School Graduates
- High School Students - Juniors and Seniors

### Why attend?

- Discover where to find part-time jobs
- Learn to talk to employers so you get an interview
- Create a résumé to get you an interview
- Figure out what jobs & careers interest you

## Want to attend?

**Call 978.722.7000 or come to Valleyworks Career Center and sign up for the workshop in Lawrence or Haverhill**

Gain a head start on a summer job, as a **bonus**, if you attend and complete the "Work Ready Youth" program, by April 18 you will receive an invitation voucher to the area's **top** Youth Job Fair on April 23, 2008 at Northern Essex Community College in Lawrence, MA.

**Space is limited!**

**Sign up today.**

**Don't miss out.**

**There is no cost or fee to attend. Need more information?**

**Go to:** <http://www.valleyworks.cc/subpages/youth/youthspecial.htm>

The ValleyWorks Career Center (VWCC) is a workforce development collaboration of the Department of Training and Development and the Division of Career Services. Chartered by the Merrimack Valley Workforce Investment Board (MVWIB), the VWCC is funded through the Workforce Investment Act; the Commonwealth Corporation; the Division of Career Services; the Department of Workforce Development; the Department of Transitional Assistance; the Department of Labor; the Department of Education and the Commonwealth of Massachusetts. A federal- and state-funded center, the VWCC is designed to provide comprehensive services to job seekers and businesses of the Merrimack Valley. The VWCC is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. VWCC-Lawrence TDD/TTY: (978) 722-7088. VWCC-Haverhill TDD/TTY: (978) 469-7859.



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