

BISHOP DR. CLAUDE PORTER, PRESIDENT & CEO / DAVID QUAS, CHAIRMAN

Empower Your Future, Act Now!

Career Coaching Support Services Job Training



IF YOU ARE...

- Are 18 years or older
- Eligible to work in the United States
- Currently unemployed
- Currently receiving SNAP and/ or TANF benefits

THEN YOU CAN RECEIVE

- Resume Assistance
- Occupational Training Opportunities
- Transportation Assistance
- Uniforms
- Child Care
- And more!

Scan me to register:



FOR MORE INFORMATION

 708-450-3500 EXT. 244

Employment and Training Services

BISHOP DR. CLAUDE PORTER, PRESIDENT & CEO / DAVID QUAS, CHAIRMAN

411 MADISON ST, MAYWOOD, IL 60153

708-450-3500 EXT. 244

JOB SEARCHING MADE SIMPLE

Scan Me



OPEN COMPUTER LAB

Monday - Friday 8:30 A.M. - 5 P.M.

Come in **today** and use our **high-speed computers** for **free**! Work on your job search in a safe and peaceful environment here with us.

ADDITIONAL PROGRAMS

<i>For ages 18+ based on suitability:</i>	WIOA: Workforce Innovation and Opportunity Act
<i>For Ages 16-24:</i>	IYIP: Illinois Youth investment Program

JOB CLUB

Wednesdays 1 P.M.- 3 P.M.

- Resume Preparation
- Cover Letter Writing
- Career Advice
- Job Searching

In search for a job? This is the program for you! We cover the topics above and more! Come connect with guest speakers from different hiring companies.

Computer Literacy

Mondays and Wednesdays

10 A.M. - 12 P.M.

Basic Computer Skills Program

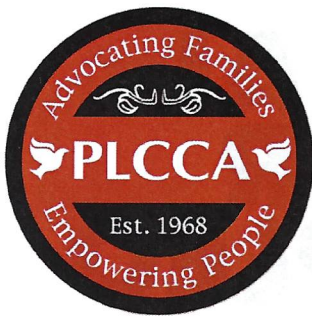
Reserve your spot now!

Space is Limited

Join our comprehensive 5-week program, designed to guide you through mastering the essentials of effective email management and becoming proficient in navigating Microsoft Word, Excel, PowerPoint, as well as Google Docs, Sheets, Slides, and more!

JOIN US IN RESUME WRITING, COVER LETTER WRITING, JOB SEARCHING, AND MORE!





SAY GOODBYE TO JOB HUNTING STRESS

Elevate your job search journey with our esteemed Job Club— Immerse yourself in a productive environment where our seasoned experts provide invaluable guidance on effective **job hunting strategies**, refined **resume** and **cover letter crafting**, and mastering the art of **professional presentation** for **FREE**.



DATE
Every Wednesday



TIME
01:00 P.M. – 03:00 P.M.



LOCATION
411 Madison Street, Maywood, IL



NO REGISTRATION REQUIRED

FOR MORE INFORMATION PLEASE CONTACT US AT THE EMPLOYMENT AND TRAINING SERVICES
DEPARTMENT
708-450-3500 Ext. 244



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