



# WorkforceDevelopmentSF

Office of Economic and Workforce Development

## Enterprise for Youth: October 2017 Calendar

200 Pine Street, 6<sup>th</sup> Floor, San Francisco, CA 94104 | (415) 392-7600 | Hours of Operation: M-Th 9:00AM-6:00PM, F 9:00AM-4:00PM

Monday	Tuesday	Wednesday	Thursday	Friday
2  <b>4PM-6PM:</b> Drop-in Resume and Cover letter support	3	4	5  <b>4PM-6PM:</b> Drop-in Resume and Cover letter support	6
9  <b>4PM-6PM:</b> Drop-in Resume and Cover letter support	10  <b>10AM-11AM:</b> Drop-in Job Search Assistance	11  <b>11AM- 12PM:</b> Drop-in Post-secondary counseling and support	12	13  <b>2PM-4PM-</b> Drop-in Interview Preparation
16  <b>4PM-6PM:</b> Drop-in Resume and Cover letter support	17	18	19  <b>4PM-6PM:</b> Drop-in Resume and Cover letter support	20
23  <b>4PM-6PM:</b> Drop-in Resume and Cover letter support	24  <b>10AM-11AM:</b> Drop-in Job Search Assistance	25  <b>11AM- 12PM:</b> Drop-in Post-secondary counseling and support	26	27  <b>2PM-4PM-</b> Drop-in Interview Preparation
30  <b>4PM-6PM:</b> Drop-in Resume and Cover letter support	31			



## Event Descriptions

**Drop-in Job Search Assistance-** Receive one-on-one support with online job searching

**Drop-in Resume and Cover Letter Assistance-** Receive one-on-one assistance with completing a resume and cover letter. Please bring a detailed employment history to help facilitate the resume creation. If looking for assistance with a cover letter, please bring in the job listing to which you are applying

**Drop-in Post-secondary counseling and support-** Receive one-on-one counseling with post-secondary and vocational planning

**Drop-in Interview Preparation-** Receive one-on-one support with interviewing skills, including a mock interview. Please bring in the job listing of desired employment opportunity