



# Workforce Development SF

Office of Economic and Workforce Development

## Enterprise for Youth: December 2017 Calendar

200 Pine Street, Floor 6, San Francisco, CA 94104 | (415) 392-7600 | Hours of Operation: M-F 9:00AM-5:00PM

Monday	Tuesday	Wednesday	Thursday	Friday
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4  <b>3PM-5PM:</b> Drop-in Resume and Cover letter support	5 <b>10AM-11AM:</b> Drop-in Job Search Assistance	6	7 <b>11AM-12PM:</b> Drop-in Interview Preparation	8
11  <b>3PM-5PM:</b> Drop-in Resume and Cover letter support	12	13 <b>11AM- 12PM:</b> Drop-in Post-secondary counseling and support	14	15
18	19 <b>10AM-11AM:</b> Drop-in Job Search Assistance	20	21 <b>11AM-12PM:</b> Drop-in Interview Preparation	22
25  Office Closed	26  Office Closed	27  Office Closed	28  Office Closed	29  Office Closed



## 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