



# WorkforceDevelopmentSF

Office of Economic and Workforce Development

## Enterprise for Youth: January 2018 Calendar

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

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



## 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