



WorkforceDevelopmentSF

Office of Economic and Workforce Development

Enterprise for Youth: February 2018 Calendar

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

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------|---|---|---|--|
| | | | 1 4PM-5PM: Drop-in Resume and Cover letter support | 2 |
| 5 | 6 10AM-11AM: Drop-in Job Search Assistance | 7 11AM- 12PM: Drop-in Post-secondary counseling and support | 8 | 9 2PM-4PM- Drop-in Interview Preparation |
| 12 | 13 | 14 | 15 4PM-5PM: Drop-in Resume and Cover letter support | 16 |
| 19 Office Closed | 20 10AM-11AM: Drop-in Job Search Assistance | 21 | 22 2PM-4PM- Drop-in Interview Preparation | 23 |
| 26 | 27 | 28 4PM-5PM: Drop-in Resume and Cover letter 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