



# Workforce Development SF

Office of Economic and Workforce Development

## Enterprise for Youth: April 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
2  <b>3PM-5PM:</b> drop-in resume and cover letter support	3	4 <b>11AM- 12PM:</b> drop-in post-secondary counseling and support	5	6
9	10 <b>10AM-11AM:</b> drop-in job search assistance	11	12 <b>11AM-12PM:</b> drop-in interview preparation	13
16  <b>3PM-5PM:</b> drop-in resume and cover letter support	17	18 <b>11AM- 12PM:</b> drop-in post-secondary counseling and support	19	20
23	24 <b>10AM-11AM:</b> drop-in job search assistance	25	26 <b>11AM-12PM:</b> drop-in interview preparation	27
30  <b>3PM-5PM:</b> 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