

## JOB READINESS

This module helps struggling teenagers, men and women overcome barriers to employment, find meaningful employment, livable wages and stay employed. We also will provide job coaching and offer job placement assistance.

The following will be taught:

- The importance of adjusting attitudes
- How to create a resume
- How to create a cover and thank you letter
- How to dress for an interview
- Tips on completing an application
- How to research a company
- Providing employment coaching
- The importance of networking
- How to apply for jobs via social media, i.e. Facebook, LinkedIn, etc.
- Job Placement assistance