**Students ages 16 and up**: Join us for a 5-session Employment Preparation Program that will enable you to attend job fairs, participate in internships, and get you ready for “real world” job-seeking.

**When:**

Mondays and Wednesdays

Feb. **27, 29** Mar. **5, 7, 12**, and 14(optional)\*

**Time:**

3:00 -5:00 PM

**Where**:

ESHS Career Center (Room A105)

**Session 1**: Career Exploration

 Realities of the Job Market

**Session 2**: Time Management and Rating Your Workplace Skills

 Effective Communication

**Session 3**: Applications, References, and Resumes

**Session 4:** Resume Workshop

**Session 5**: Interviewing Skills – Mock Interviews

 Labor Laws, Taxes, and Legal Documents

**\*YOU MUST ATTEND ALL 5 SESSIONS TO BECOME CERTIFIED, INTERVIEW WITH LOCAL COMPANIES, AND PARTICIPATE IN UPCOMING INTERNSHIPS.**



Space is limited. For more information, see Mrs. Miller in the Guidance Office.