

TEEN SUMMER JOB READINESS WORKSHOPS

Let Us Help You Get Prepared!

**For Teens in 9th-12th Grade, Ages 14-18 Years Old.
Registration is required by Saturday, May 5, 2018
in person, by phone, or e-mail.**

Workshop #1:

**Filling Out Job Apps &
Starting Your Resume**

**Monday, May 7, 2018
4:30PM-6:30PM**

**Tips for Filling out Job
Applications and Starting
Your Resume -
Do I need one? Yes!**



Workshop #2:

**Finishing Up Your Resume &
Following-Up On Job Apps**

**Monday, May 14, 2018
4:30PM-6:30PM**

**Finish up your resume from
Workshop #1 & learn how to
follow-up on applications.**



Workshop #3:

Preparing for Your Job Interview

**Monday, May 21, 2018
4:30PM-6:30PM**

**What to say, wear, and
what to bring with you &
how to follow-up after a
job interview.**



**Each participant will receive a flash drive compliments of the
Reading Public Library.**



**Register today!
Stop by:
Reading Public Library
Teen Library Loft
100 S. Fifth St.
Reading, PA 19602**

**Call: 610.655.6350 Ext. 241
E-mail: rplya@reading.lib.pa.us**

