

# EDUCATIONAL ALLIANCE CAREER ASSISTANCE

Job Search | Resume Help | Workshops | Coaching | Cover Letters | Networking | Interviewing

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## NO COST TO MEET ONE-ON-ONE WITH A JOB COACH

- ✓ Resume building, Cover Letters and job search techniques
  - ✓ Interview preparation to answer questions confidently
  - ✓ Computer Training & LinkedIn Strategies
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## WORKSHOPS AT MANNY CANTOR CENTER

**April 1 - 10:00 am**

**“What Do You Do?” - Create & Practice Your Answer**

**April 8 - 10:00 am**

**Informational Interviews - Setting the Agenda and Pitch Ready**

**April 15 - 10:00 am**

**Open Computer Lab - Improve Skills / Job Search / Work with a Tutor\***

**April 22 - 10:00 am**

**Excel 2010 - Basics Overview\***

**April 29 - 10:00 am**

**Re-write! Writing an Effective Cover Letter**

\*Computers will be provided

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Meet with a Coach or attend the workshops for **FREE**

Call 646.395.4260 or email: **[employmentservices@edalliance.org](mailto:employmentservices@edalliance.org)**

Your job search resource to get you where you want to go.

# EDUCATIONAL ALLIANCE

## FREE WORKSHOPS AT MANNY CANTOR CENTER

197 East Broadway, NY, NY

**April 1 - 10:00 am**

### **“What Do You Do?” - Create & Practice Your Answer**

Are you stuck on how to answer “What do you do”? Don’t let this question trip you up - be prepared! Join us at this workshop to create your pitch and collaborate with other attendees to ensure you are delivering the best answer, with great confidence - not too fast, not too slow, with good energy, genuinely and confidently.

**April 8 - 10:00 am**

### **Informational Interviews - Setting the Agenda and Pitch Ready**

It’s not about asking for a job ...it’s how to ask for information that you can use to conduct a better search. This workshop will cover how to schedule, prepare for and conduct informational interviews. Prepare to share - Let’s work together!

**April 15 - 10:00 am**

### **Open Computer Lab - Improve Skills / Job Search/ Work with A Tutor**

Interested in improving your Microsoft Office skills? Work with a tutor, one-on-one, in a small group setting and get assistance in improving your Word, Excel and PowerPoint skills. *Computers will be provided during this workshop*

**April 22 - 10:00 am**

### **Excel 2010 - Basics Overview**

Hands-on workshop will teach participants Excel basics –spreadsheets, learning about cells, rows, sorting and basic formulas. This class is for those who have never used Excel before or have a very limited knowledge. *Computers will be provided during this workshop.*

**April 29 - 10:00 am**

### **Re-write! Writing an Effective Cover Letter**

*Attached please find my resume for your zzzzzzzzzzz... does your cover letter start this way? If so, this workshop is for you. You will learn to write a cover letter that gets the attention of an employer and sets you apart from others. Participants should bring a cover letter and the respective job description*

**To schedule a meeting with a Counselor or attend a workshop:**

**Call** 646.395.4260

or **E-mail** [EmploymentServices@edalliance.org](mailto:EmploymentServices@edalliance.org)