

# EDUCATIONAL ALLIANCE CAREER ASSISTANCE

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

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Educational Alliance offers FREE employment and career services for those looking for a new job or wanting to go further in their career.

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## ONE-ON-ONE JOB COACHING

- ✓ One-on-One training, resume building and job search techniques
  - ✓ Interview preparation to answer questions confidently
  - ✓ Computer Training & LinkedIn Strategies
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## FREE WORKSHOPS AT MANNY CANTOR CENTER

**March 11 - 10:00 am**

**Computer Lab - Work with a Tutor\***

**March 18 - 10:00 am**

**Microsoft Word - Learn to Work with Documents\***

**March 25 - 10:00 am**

**Develop a Resume For Your New Job**

*\* Computers will be provided during this workshop*

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There is **NO COST** to meet with a Coach or for the workshops.

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

**March 11 - 10:00 am**

### **Open Computer Lab - Job Search / Improve Skills / 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.*

**March 18 - 10:00 am**

### **Microsoft Word – Learn How to Work with Documents**

Hands-on workshop builds on Word basics topics covering more advanced design and formatting such as bulleting and numbering, text alignment and creating a resume. Our instructor presenting this computer training is currently a software developer in the financial services industry. *Computers will be provided during this workshop.*

**March 25 - 10:00 am**

### **Develop A Resume For Your New Job**

Your resume is one of the most important tools you will need to land that next interview. Employers need to see that you are the best person for their job. In this workshop we will go over how to prepare your resume and show you are “the right fit” for the job. (Bring your resume with you to this workshop.)

**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)