



Work Readiness Skills workshop series

Open for youth (15–25) from Culturally and Linguistically Diverse backgrounds

Attendance at all three workshops is highly recommended—these workshops are being run at the Bundaberg Neighbourhood Centre

1. Resume building

Monday 28 November 2:00pm to 4:00pm

Facilitators will work closely with participants to ensure their resumes are tailored to each individual and instruct on how to amend a resume when applying for different jobs.

2. Job searching techniques and cover letter

Tuesday 29 November 2:00pm to 4:00pm

Information will be provided on how to best search for jobs and how to write a cover letter that is appropriate to use to apply for jobs.



3. Review of documents

Thursday 1 December 2:00pm to 4:00pm

Feedback will be provided on your completed resume and cover letter for a specific job.

REGISTER NOW!

To secure your place, contact Sue in the Multicultural Youth Connections Program on 4153 1614 / 0435 911 924 or youth@bundabergneighbourhoodcentre.org.au by close of business 18 November 2022



111 Targo St, Bundaberg QLD

Website: www.bundabergneighbourhoodcentre.org.au

Facebook: <https://www.facebook.com/BundabergNeighbourhoodCentre/>