

# FREE Job Readiness Workshops and Program Orientation

## EVERY MONDAY:

Resume and Cover Letter: 9am-12pm

Program Orientation: 2pm

## 4th MONDAY:

How to Work a Job Fair: 3pm - 4pm

## EVERY TUESDAY:

Job Search Strategies: 1pm-3pm

## 1st and 3rd TUESDAYS:

Informational Interviews: 9am - 10:30am

## 2nd and 4th TUESDAYS:

Employment Networking Group: 10am - 11:30am

## EVERY WEDNESDAY:

Aceing the Interview: 9am-12pm

## EVERY THURSDAY:

Program Orientation: 9am

What Employers Want/Financially Fit:  
1pm-3pm

Customer Service: 3pm-4pm

## 1st and 3rd FRIDAYS:

LinkedIn: 10:30am - 12pm

## 2nd and 4th FRIDAYS:

Job Tips for Ex-Offenders - 1pm - 3pm

**\*\*Please arrive ON TIME for all classes, including orientation. If you are 5-10 minutes late, please plan to attend the next session.**



4520 N. Central Ave, Ste 250  
Phoenix, AZ 85012  
602-264-6768

PHOENIX  
INDIAN  
CENTER  
ESTABLISHED 1947



2717 N. Steves Blvd., Ste 11  
Flagstaff, AZ 86004  
928-526-2968