

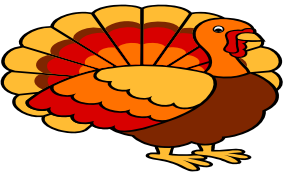


250 E. Harmony St.
Coatesville, PA 19320

610-384-9393 Fax: 610-384-1699 TTY: 484-340-3490

Hours: Mon.-Thur. 8:30 AM – 4:30 PM
Friday 8:30 AM–12:00 PM

Monday 8:30 AM– 4:30 PM	Tuesday 8:30 AM– 4:30 PM	Wednesday 8:30 AM– 4:30 PM	Thursday 8:30 AM– 4:30 PM	Friday 8:30 AM–12:00 PM
2 Goodwill Senior Employment 9:00-1:00 by appointment only New Directions 9:30–11:30	3 OVR Goodwill Senior Employment 9:00-1:00 by appointment only VET PREP 9AM - 11AM AEROTEK 9am-12noon	4 OVR Goodwill Senior Employment 9:00-1:00 by appointment only	5 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM	6 Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm Resume Writing 1pm -3pm
9 Goodwill Senior Employment 9:00-1:00 by appointment only	10 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM	11 OFFICE CLOSED FOR VETERANS DAY	12 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM JOB CORPS 10:00	13 OVR Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm PREP 1pm - 4pm Chester County Library
16 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 1pm - 4pm Chester County Library	17 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Interview Skills Workshop 10am - 11am	18 OVR Goodwill Senior Employment 9:00-1:00 by appointment only Effective Cover Letter Writing Workshop 10am-12	19 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM	20 Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm
23 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 1pm - 4pm Chester County Library	24 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Veterans Job Search Workshop 9am - 11am	25 OVR Goodwill Senior Employment 9:00-1:00 by appointment only	26 OFFICE CLOSED FOR THANKSGIVING DAY	27 OFFICE CLOSED
30 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 10am - 1pm Chester County Library				

Equal Opportunity Employer/ Programs, auxiliary aids and services are available upon request to individuals with a disability.
See Reverse Side For Explanations

SERVICES OFFERED

- * **WIA ORIENTATION:** To familiarize you with the resources/education/training available at Chester County CareerLink, Coatesville. Offered every Tuesday & Thursday at 1:30pm. Call 610-384-9393 to schedule for this workshop.
- * **GED PREPARATION:** Open entrance/open exit; no cost to participate; GED test preparation.
- * **COMPUTER INTRODUCTION:** Become familiar with terminology, input commands, and understand the keyboard.
- * **RESUME WRITING:** Helps job seekers to focus on skills desired by employers; help to redirect skills and refocus to optimize one's marketability; and receive suggestions on how to improve your resume.
- * **INTERVIEWING TECHNIQUES:** Addresses the reality of rejection, techniques to overcome negative thinking, and most commonly asked interview questions & answers. Receive tips on what employers expect in the workplace.
- * **PREP ORIENTATION:** Profile Reemployment Project (by appointment only). A mandatory Unemployment Compensation program.
- * **NEW DIRECTIONS:** By invitation only from Department of Welfare.
- * **JOB CORPS:** Services for youth up to age 25; free vocational training.
- * **OVR:** Office of Vocational Rehabilitation – offers services for people with physical, emotional and/or mental disabilities.
- * **VETERANS SERVICES:** Meet with a veteran representative for veteran employment, job searching, and training opportunities.