


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
1 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am Coping with Job Loss 2-3pm	2 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM	3 OVR Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am US CENSUS 2pm	4 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM US CENSUS 10am	5 OVR Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm PREP 9am & 11am Resume Writing 1pm -3pm
8 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am	9 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Interview Skills Workshop 10:30am	10 OVR Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am US CENSUS 2pm	11 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Job Corps 10:00	12 Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm PREP 9am & 11am
15 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am Coping with Job Loss 2-3pm	16 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Effective Cover Letter Writing Workshop 10am-12	17 OVR Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am US CENSUS 2pm 	18 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM US CENSUS 10am	19 OVR Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm PREP 9am & 11am
22 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am	23 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Veterans Job Search Workshop 9am - 11am	24 OVR Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am US CENSUS 2pm	25 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM US CENSUS 10am	26 Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm PREP 9am & 11am
29 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am	30 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM	31 OVR Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am & 11am US CENSUS 2pm		

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

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.