

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
<p>1 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am CAREERLINK OFFICE</p>	<p>2 OVR Goodwill Senior Employment 9:00-1:00 by appointment only</p> 	<p>3 OVR Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am CAREERLINK OFFICE US CENSUS 2pm</p>	<p>4 OVR Goodwill Senior Employment 9:00-1:00 by appointment only US CENSUS 10am</p>	<p>5 OVR Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm PREP 9am CAREERLINK OFFICE</p>
<p>8 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am CAREERLINK OFFICE</p>	<p>9 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Interview Skills Workshop 10:30am</p>	<p>10 OVR Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am CAREERLINK OFFICE US CENSUS 2pm</p>	<p>11 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Job Corps 10:00</p>	<p>12 Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm Trade BRI - all day</p>
<p>15 PRESIDENT'S DAY OFFICE CLOSED</p> 	<p>16 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Effective Cover Letter Writing Workshop 10am-12</p>	<p>17 OVR Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am CAREERLINK OFFICE US CENSUS 2pm</p>	<p>18 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM US CENSUS 10am</p>	<p>19 OVR Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm PREP 9am CAREERLINK OFFICE</p>
<p>22 Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am CAREERLINK OFFICE</p>	<p>23 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM Veterans Job Search Workshop 9am - 11am</p>	<p>24 OVR Goodwill Senior Employment 9:00-1:00 by appointment only PREP 9am CAREERLINK OFFICE US CENSUS 2pm</p>	<p>25 OVR Goodwill Senior Employment 9:00-1:00 by appointment only WIA Orientation 1:30 PM US CENSUS 10am</p>	<p>26 Goodwill Senior Employment 8:30-12:00 by appt. only Staff Development 1:30pm PREP 9am CAREERLINK OFFICE</p>
				

~ See Reverse Side For Explanations ~

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.