



GENERATIONS SOUTHEAST

COMMUNITY LEARNING CENTER

CAREER & TECHNICAL TRAINING

Career 101

Training Location: Generations Southeast Community Learning Center & Virtual options available

Instructor: Tlingit & Haida Workforce Development Program

Cost: \$400

Program Summary

Generations Southeast's new Career 101 class offers hands-on technical training for students expanding their professional development. Participants will learn how to create effective resumes and cover letters as well as how to engage with hiring managers. Students will practice mock interviews and public speaking assignments, while also discussing workplace attire and etiquette. Upon course completion, participants will have a professional resume and draft cover letter. This is a 19-hour course facilitated over three days.

Topics Covered

- Resume Writing
- Cover Letters
- Public Speaking
- Interview Skills
- Dress for Success

To register or for more information, contact:
Haa Káak Hás Kahídi - Our Uncles' House
Generations Southeast Community Learning Center
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www.GenerationsSoutheast.org

*ALL courses offered
at the Generations
Southeast are open
to the public!*