



ADMINISTERED BY

**SCHENECTADY COMMUNITY
ACTION PROGRAM**
913 Albany Street
Schenectady, NY 12307
(518) 374-9181



**Schenectady Community
Action Program's**

FUNDED BY

**NEW YORK STATE
DEPARTMENT OF LABOR**



PROJECT LIFT

at Fulton-Montgomery
Community College,
Johnstown, NY



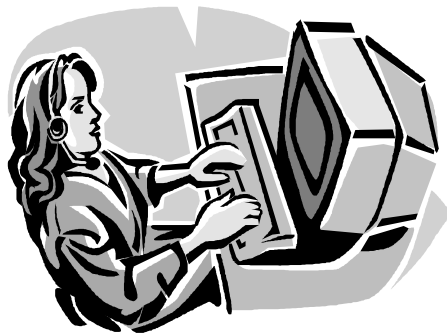
LOCATED AT

**FULTON MONTGOMERY
COMMUNITY COLLEGE**
2805 State Hwy. 67
Johnstown, NY 12095
(518) 762-4651

**FREE 4-WEEK JOB
READINESS CLASS**

INCLUDING

INTRO. TO MS WORD



Network with Success



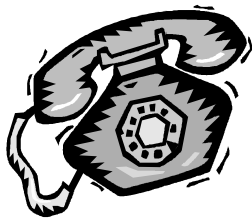
**Call 762-4651,
Ext. 3611 OR 3621
For more information
and appointment**

ELIGIBILITY REQUIREMENTS

You are eligible if you are an individual who:

- Has been providing unpaid services to family members in the home and who --
- Has been dependent on the income of another family member but is no longer supported by that income; and
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

If unsure if you qualify, please call 762-4651, Ext. 3611 or 3621



WORKSHOPS

- ❖ Intro to MS Word
- ❖ Resume writing
- ❖ Interviewing skills
- ❖ Job applications
- ❖ Intensive job search
- ❖ Cover letters
- ❖ Self/skills assessment
- ❖ Stress management
- ❖ Communication
- ❖ Self-esteem & goal setting
- ❖ Employer presentations
- ❖ Educational/training opportunities

SERVICES

Job Search Assistance & Referrals

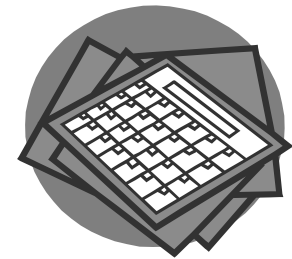
Individual Career Counseling

Resume Preparation/Update

Referrals for Supportive Services

CLASS SCHEDULE

**Monday-Friday
8am-2pm**



***CLASS SIZE LIMITED
ENROLL EARLY***