



## **Whitehorse Learn Local Network**

Avenue Neighbourhood House @Eley  
Clota Cottage Neighbourhood House  
Mitcham Community House  
Vermont South Community House

# **Job Ready in Whitehorse**

- Thinking about a Christmas casual position?
- Looking for a new job in 2018?
- Not sure if your resume is working for you?
- Would you like more confidence and skills for job interviews?

If you answered yes to any of these questions, then this course is for you.

**Job ready in Whitehorse** is a **4-day course** that covers:

- Job searching and understanding job descriptions
- Resumes and cover letters
- Online job applications
- Interview skills and presentation
- Customer service and time management skills

**Tuesday and Wednesday October 17 and 18, 24 and 25**

Time: 10.00am—12.30pm

Venue: Clota Cottage, 31 Clota Ave Box Hill

Ph.9899 0062 Email: [admin@clotacottage.org.au](mailto:admin@clotacottage.org.au)

**Cost \$40**