



## Looking for a Job?

LA Youth at Work and HIRE LA's Youth is looking to connect work-ready young adults between the ages of **16 and 24** with spring and summer entry-level job opportunities. Private sector and other retailers are specifically looking for young adults between the ages of **18 and 24**.

If you are interested in these possible job opportunities in entry-level sales, cashiering, and other customer service-related positions, take advantage of our upcoming workshops and Work Readiness Interviews.

Now is your chance to obtain valuable job training and work experience essential to a successful future! Learn the skills you need to get the job. Attend a Job Skills Workshop and Work Readiness Certification session to help you prepare for their selection process including:

- prepare your resume
- answer interview questions
- complete an employment application
- phone/email and social networking etiquette

### WHAT YOU NEED TO DO TO PARTICIPATE

1. Enroll in HIRE LA's youth program; visit: [www.hirelayouth.com/Welcome.html](http://www.hirelayouth.com/Welcome.html) and click on 'Become Work Ready'; once on the new page, click on 'Enroll Now' or click on the following link: [www.hirelayouth.com/youthenrollment](http://www.hirelayouth.com/youthenrollment)
2. Once enrolled, review the upcoming Job Skills Workshop dates: [www.layouthatwork.org/JSW.html](http://www.layouthatwork.org/JSW.html)
3. Register for a workshop by clicking: **Register for this Event Now** - Be sure to select the workshop date in the dropdown menu (upcoming dates are listed to the right as well as on our website)
4. Once registered, bring a copy of your resume if you have one and a pen to take notes

### Part 1 – Job Skills Workshops:

*(Choose one of these workshops to attend & register for it)*

#### Vernon Branch Library

**Thursday, February 13<sup>th</sup>; 5p – 8pm**

4504 South Central Ave., Los Angeles 90011

#### EDD Canoga Park Workforce Services

**Friday, February 14<sup>th</sup>; 1:30pm – 4:30pm**

21010 Vanowen St., Canoga Park 91303

#### Exposition Park Branch Library

**Monday, February 24<sup>th</sup>; Noon – 3:30pm**

3900 S. Western Ave., Los Angeles 90062

#### El Sereno Branch Library

**Friday, February 28<sup>th</sup>; 2pm – 5pm**

5226 Huntington Dr. South, Los Angeles 90032

### Part 2 – Work Readiness Interview:

*(By appointment only – follow directions below)*

1. Review the upcoming dates listed at: <http://www.layouthatwork.org/WRC.html>
2. Click on: **Register for this Event Now**; Select the session date in the dropdown menu & complete both portions of the registration
3. Once registered, look for an email one week to ten days out with your appointment time.
4. Be sure to bring a copy of your resume **and** your employment application

#### Exposition Park Branch Library

**Monday, February 3<sup>rd</sup>; Noon – 2pm**

3900 S. Western Ave., Los Angeles 90062

#### Vernon Branch Library

**Thursday, February 20<sup>th</sup>; 5p – 8pm**

4504 South Central Ave., Los Angeles 90011

#### EDD Canoga Park Workforce Services

**Friday, February 21<sup>st</sup>; 1:30pm – 4:30pm**

21010 Vanowen St., Canoga Park 91303

For more information and additional dates visit our website: [www.layouthatwork.org](http://www.layouthatwork.org)