



## Job Coaching Skills Training

**Day(s):** Monday - Friday

**Time:** 2:00PM

**Location:** Pathlight Home Resource Center  
3200 W. Colonial Dr., Orlando, FL 32808

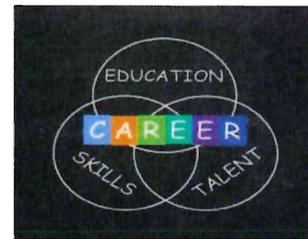
### Topics

#### *Interviewing & Communication*

**You will learn:**

- a. How to Prepare for Interviews
- b. Dress for Success
- c. Common Interview Questions
- d. How to Communicate With Co-Workers
- e. How To Successfully Resolve Conflicts

If you are interested in attending this workshop, please sign up at the Reception Desk or call 407-521-6335 Option #2.





## Employability Skills Training

**Day(s):** Monday - Friday

**Time:** 11:00AM

**Location:** Pathlight Home Resource Center  
3200 W. Colonial Dr., Orlando, FL 32808

### Topics

#### *How to Write a Resume & Cover Letter*

**You will learn:**

- a. Purpose of Resume
- b. Types of Resumes
- c. Parts of Resume
- d. Purpose of Cover Letter
- e. What You Should Include in Your Cover Letter

If you are interested in attending this workshop, please sign up at the Reception Desk or call 407-521-6335 Option #2.

