



Martin J. Walsh
Mayor of Boston

October 2016

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10  Closed	11 Budgeting Basics Workshop @ Project Hope 10:00 a.m. - 11:00 a.m.	12 Create a Winning Cover Letter 10:00 a.m. - 11:00 a.m.	13 Drop In: Meet with a Career Coach 2:00 p.m. - 4:00 p.m.	14
17 How to Complete an Online Job Application 10:00 a.m. - 11:00 a.m.	18 Credit as an Asset Workshop @ Project Hope 10:00 a.m. - 11:00 a.m.	19 Interview Techniques 2:00 p.m. - 4:00 p.m.	20 Job Recruitment Event P&R Restaurant 10:00 a.m. - 1:00 p.m.	21
24 How to Rehabilitate Student Loans 12:00 p.m. - 2:00 p.m.	25 Create a Winning Resume 2:00 p.m. - 4:00 p.m.	26 Budgeting Basics 2:00 p.m. - 3:00 p.m.	27 Drop In: Meet with a Career Coach 2:00 p.m. - 4:00 p.m.	28
31 	1	2	3	4

CENTER HOURS

**MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY**
9:00 am – 5:00 pm

**Information/
Orientation**

**MONDAY
WEDNESDAY**
10:00 am and
Every third
Wednesday of the
month @ 6:00 pm

**Mayor’s Office
of Financial
Empowerment/
OWD**

**http://
OFE.Boston.gov**

WORKSHOPS AT A GLANCE

October 2016

Need Help Completing FAFSA

This workshop will walk attendees through the online FAFSA process. A list of items and documents you will need to complete your FAFSA will be provided as well as additional resources that will assist potential students in enrolling in to post graduate educational opportunities.

Credit as an Asset

Having a hard time understanding credit and how it affects you? This workshop will discuss the basics of reading a credit report and explains the credit score and scoring models.

How to Complete an Online Job Application

Learn the basics of how to navigate online job application portals. You should already have a cover letter and resume.

Create a Winning Resume

Learn the basics of how to write a resume. This workshop will go through all the steps from choosing a format to what to include on your resume. Learn what employers are looking for when reading your resume.

Create a Winning Cover Letter

Learn the basics of how to write a cover letter. This workshop will go through all the steps from choosing a format to what to include. Learn what employers are looking for when reading your resume and what the best resume format is for you.

Interviewing Techniques

In this interactive workshop, you will explore interviewing strategies, commonly asked questions, and unexpected challenges that may arise during the interview process.

Drop In: Meet with a Career Coach

Do you need someone to review your resume? Want to discuss new job opportunities? Drop by and have a one on one conversation with one of our career coaches.

How to Rehabilitate Student Loans

This workshop will cover the process of rehabilitating and becoming current on delinquent federal student loans.

Budgeting Basics

This workshop will cover the basics of setting up a weekly & monthly budget. The workshop will cover how to identify revenue and expenses, how to best track cash flow, how to identify wasteful spending and additional savings strategies.

Filing out Employment Documents

This workshop will cover the basics of employment documentation such as the purpose and use of W-4s for tax withholding purposes. Reading a w-2 and tax implications.

Retirement Planning

In this workshop we will be reviewing different retirement benefits and accounts, which include: IRA retirement accounts, Pension Funds, Social Security Benefits, and Life Insurance.

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ARRIVE ON TIME!

