

PATH TO EMPLOYMENT

Free Classes for Your Career Success

Ready to Land Your Dream Job? We're Here to Help!

WHAT WE OFFER

RESUME WRITING

Build a professional resume that gets noticed!

- ✓ Modern formats & templates
- ✓ Highlight your strengths
- ✓ ATS-friendly formatting
- ✓ Industry-specific tips

COVER LETTERS

Create compelling cover letters that open doors!

- ✓ Personalization techniques
- ✓ Professional formatting
- ✓ Attention-grabbing openings
- ✓ Strong closing statements

INTERVIEW PREP

Master the interview with confidence!

- ✓ Common questions practice
- ✓ Mock interviews
- ✓ Body language tips
- ✓ Follow-up strategies

JOB SEARCH SKILLS

Find opportunities that match your goals!

- ✓ Online job boards navigation
- ✓ Networking strategies
- ✓ LinkedIn optimization
- ✓ Application tracking

PLUS MUCH MORE!

- ★ **Computer Skills Training**
- ★ **Professional Email Writing**
- ★ **Workplace Communication**
- ★ **Career Planning & Goal Setting**
- ★ **Job Application Assistance**
- ★ **Reference Letter Guidance**

CLASS SCHEDULE

CLASS	DAYS	TIME
Resume & Cover Letter	Monday & Wednesday	10:00 AM - 12:00 PM
Interview Preparation	Tuesday & Thursday	2:00 PM - 4:00 PM
Job Search Strategies	Friday	10:00 AM - 12:00 PM

WHO CAN JOIN?

✦ **EVERYONE IS WELCOME!** ✦

- Job Seekers • Career Changers • Recent Graduates •
- Re-entering Workforce • New to the Area • All Ages •

🕒 **If the schedule doesn't work for you, let us know!**

We can arrange a time that fits your availability.

You don't have to attend all sessions — just the ones you need.

NO EXPERIENCE REQUIRED • ALL CLASSES ARE FREE

REGISTER TODAY!

Classes start every month • Small group sizes • Personal attention

MULTICULTURAL RESOURCE CENTER OF MASSACHUSETTS

📍 425 Union Street, West Springfield, MA

📞 **Call Now: (413) 726-1352**

Email: mrcmasshelp@gmail.com

🕒 Office Hours: Monday-Friday 10AM-2PM

Your Future Starts Here!

