THE WOMEN AND WORK PROGRAM AT QUEENS COLLEGE OFFERS
FREE JOB AND LIFE SKILLS TRAINING PROGRAM FOR WOMEN
All classes are held in Queens, NY -- Space Is Limited

Classes Start on Monday, 18th April
Schedule: Monday through Friday**From 10:00 AM to 4:00 PM

W&W Is an Authorized NYC Training Provider and HRA Approved

Applicants need:
❖ To commit to the ENTIRE program
❖ To have a high school diploma or GED
❖ A working knowledge of the English language
❖ To be able to work legally in the United States

Program Training Includes:
❖ Computer Training: Microsoft Word, Excel, PowerPoint, Outlook and Internet (2013 programs)
❖ Basic Mathematical Skills
❖ Literacy Skills: Writing, Grammar / Punctuation, and Reading Comprehension
❖ Writing for Business, Creative Writing, Writing for Publications
❖ Personal and Professional Development
❖ Financial Literacy
❖ Cover Letters And Resumes
❖ Interviewing Skills
❖ Life-Management Skills
❖ Dressing For Success
❖ Job Placement Services
❖ Preparation for educational and/or vocational advancement

Women And Work Also Provides:
❖ On-site counseling and needs assessment
❖ Job search assistance
❖ Assistance with college admission forms
❖ Referral services

HOW TO APPLY
APPLY ONLINE -- Visit our Website: www.qc.cuny/womenandwork
❖ Click on the “APPLY TO W&W” Tab
❖ Complete the application online and click the SUBMIT button at the end of the electronic form

APPLY BY MAIL:
❖ Print-out the application from the website and mail it to:
Women and Work at Queens College, 65-30 Kissena Blvd, Queens, NY 11367

Women and Work -- A Partnership for Empowerment
www.qc.cuny/womenandwork

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