



# FUTURES AND OPTIONS

The Future is in Your Hands

## Career Essentials

### The Program



**Students:** New York City high school students

**Time:** 13 weeks during the fall semester, virtually meeting weekly from 4:30 PM to 6:30 PM (late October to January)

**Where:** 120 Broadway, Suite 1019, New York, NY 10271

**Career Development:** Work readiness and career exploration

**Application Deadline:** Friday, September 25, 2020

Apply at [www.futuresandoptions.org](http://www.futuresandoptions.org)

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### Benefits of Career Essentials

Career Essentials helps NYC high school students build confidence while gaining career readiness, leadership, and teambuilding skills. Throughout the 13-week program students learn how to behave in a professional workplace and network with peers. Career Essentials prepares students for internships and jobs in the future! Topics include:

- Interview Skills
- Presentation Skills
- Self Assessment
- Resume Writing
- Time Management
- Teamwork
- Communication Skills
- Email/Telephone Skills
- Career Exploration Field Trips

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*"Career Essentials has helped me become **more prepared to enter the workforce**. I will feel more confident in myself during an interview since I had the opportunity to do **multiple mock interviews**."*

*- Mariam Keita, Career Essentials Alumna*

*It was engaging and really helped me to understand new things. I got to **experience firsthand** what it's like to work in **different environments**."*

*- Lauryn Reeves, Career Essentials Alumna*



### Contact Us

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