



# WORK READINESS YOUTH

This pre-accredited short course is ideal for those who are looking to jump-start employment and build essential skills, knowledge, and confidence for the workforce.

Participants will develop skills and knowledge in:

- Writing resumes and cover letters
- Interview skills
- Approaching employers
- Writing job applications
- Understanding what an employer is looking for
- Exploring pathways
- Job search skills

This free 10-week course is held on Tuesdays

**Term 1:** 30th January - 3rd April

**Term 2:** 24th April - 26th June

**Term 3:** 17th July - 18th September

**Term 4:** 8th October - 10th December

**Time:** 10:00 am - 2:00 pm

**Address:** TaskForce Youth Hub - Shop 1/4-6 Station Street Moorabbin

For more information:

**Contact:** (03) 9532 0811

**Email:** [education@taskforce.org.au](mailto:education@taskforce.org.au)

*This organisation does not exclude entry to individuals facing financial hardship.  
We highly encourage people with a disability, Aboriginal & Torres Strait Islander people to participate.  
This course is delivered with Victorian Government funding.*