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## Teen Services Sonoma Helps Local Students Get Jobs



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INDEX-TRIBUNE STAFF WRITER

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Sonoma Teen Services’ free series of Ready to Work certification classes are designed to get local teens ready for – and more qualified to obtain – their first jobs. There are a handful of spaces still available in the classes that start this Monday, Oct. 5. Most classes are held on the Sonoma Valley High School campus from 3:15 to 5:15 p.m. on Monday afternoons. Snacks and refreshments are served. To sign up, email program director Jodie Taylor today at [jodie@teensservicessonoma.org](mailto:jodie@teensservicessonoma.org) or call 939-1452.

#### Oct. 5 – Employment 101 and Orientation

This interactive session will lay the foundation for the working world; the hiring process, what makes a job great, phone etiquette and business standards.

#### Oct. 12 – Resume/Application Process

This session discusses what a hiring manager/recruiter is looking for in a resume, how to create targeted resumes and the importance of the application process.

#### Oct. 19 – Money Management

This session discusses the paycheck, banking & the importance of financial planning, savings and budgeting.

#### Oct. 26 – Interview Techniques

This session engages students in the interview process by practicing what questions to ask, how to respond to questions, what to wear, and how to manage staying poised and focused.

#### Nov. 2 – Mock Interviews

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