



***FREE employment-related services offered onsite at  
MCRC for the General Public to:***

- Connect directly to job leads.
- Access free job readiness services.
  
- **Job Book**
  - Local job listings to connect jobseekers to available openings.
  - Categorized by job type in a binder for jobseekers to browse.
  - All types of jobs from entry-level to skilled positions.
  - Updated daily!
  
- **Employment-Related Workshops & Seminars**
  - Offered periodically free of charge to the general public.
  - Topics pertain to useful information which jobseekers can apply immediately to their job search.
  
- **Resume-Writing Tutoring Sessions**
  - Available regularly on a walk-in basis.
  - Get one-to-one assistance with creating or improving your resume.

**For more information, contact Torey Kortz at  
MCRC, 177 Lake Ave. in Manchester.**

**Ph: 603-647-8967. E-Mail: [Torey@ontracktraining.org](mailto:Torey@ontracktraining.org).**

**Need a job?**

Check out the  
Job Book at  
MCRC!

Many  
categorized job  
postings;  
updated daily!



**Job|Link**

A Program of the  
Manchester Community Resource Center

All JobLink  
Services  
are FREE!

## Resume-Writing Tutoring Sessions

Get some one-to-one assistance with creating or improving your resume!

No registration required...walk-in service!

Limited to the first 5 participants per session.

1:30pm - 3:00pm

Friday, January 21

Friday, February 11

Friday, March 18

Friday, April 8

## Employment-Related Workshops:

### **E-Mail Etiquette for Job Hunting**

**Tuesday, January 18 1:00pm-3:00pm**

If you've been applying for jobs by email and have not received many or *any* responses, you need to attend this workshop!

With so many employers now requesting that you apply by email, you need to know the acceptable "manners" of this type of communication. In this interactive workshop, participants will learn how to effectively apply for a job by email, including some Do's & Don'ts that may surprise you.

*Pre-registration is required! Limited to 10 participants.*

### **Best Careers Through Short-Term On-The-Job Training**

**Thursday, February 24 11:00am-12:30pm**

Been downsized or laid off? Re-entering the workforce after an absence? Learn what career options are available for those who don't want to spend years in school retraining. There are many great options available for the jobseeker who wants to be trained on-the-job without going to school. If you are looking for a new direction and don't know where to turn, attend this workshop for some useful ideas!

*Pre-registration is required! Limited to 10 participants.*

**All Services available FREE at:**

**Manchester Community Resource Center (MCRC)**

**177 Lake Ave. in Manchester**

**Ph: 603-647-8967**