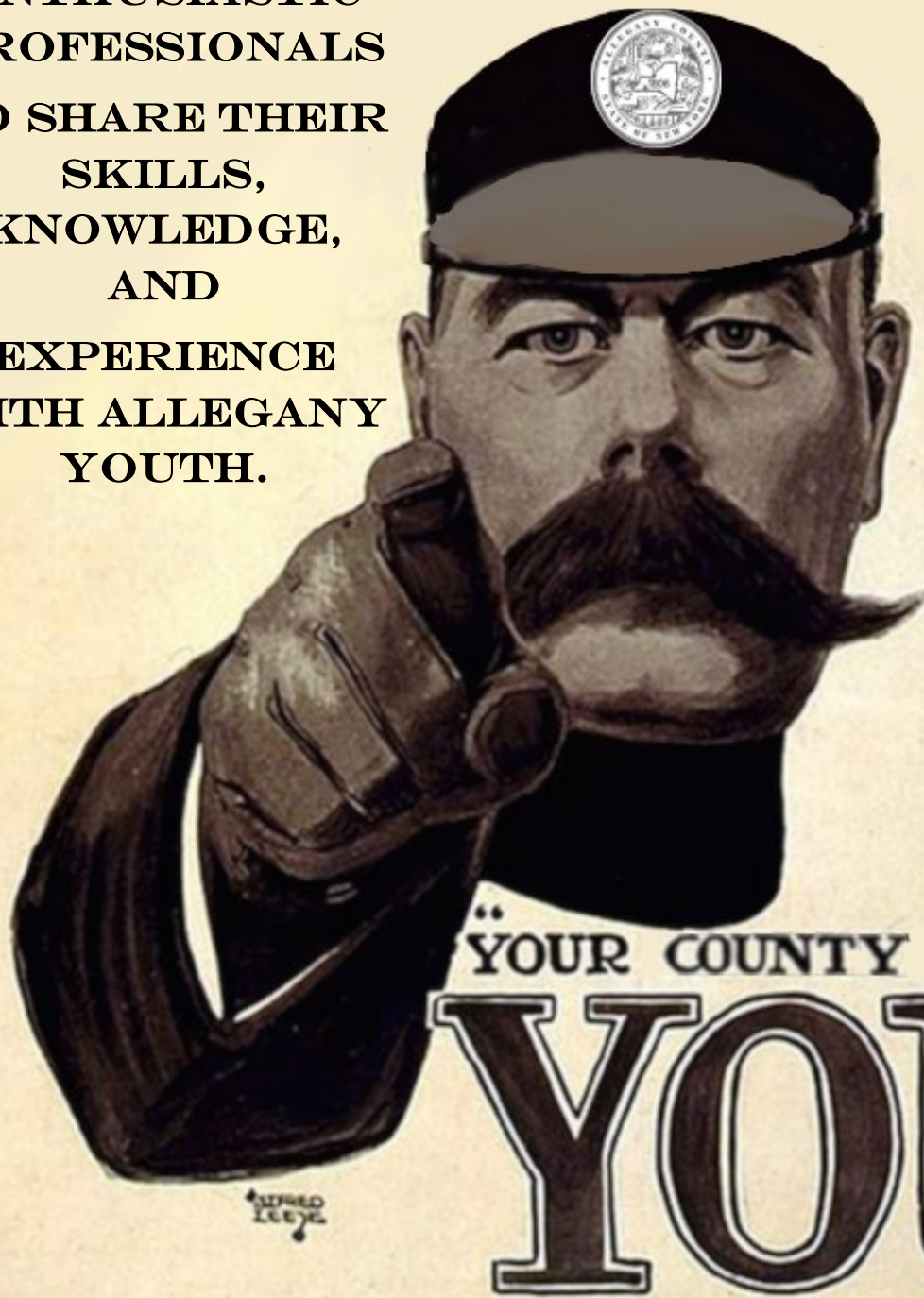


**SEEKING  
ENTHUSIASTIC  
PROFESSIONALS  
TO SHARE THEIR  
SKILLS,  
KNOWLEDGE,  
AND  
EXPERIENCE  
WITH ALLEGANY  
YOUTH.**

**VOLUNTEER  
TO TEACH  
PARTS OF A  
JOB AND  
LIFE SKILLS  
BOOT CAMP  
IN  
ALLEGANY  
HIGH  
SCHOOLS!**



**Cornell University**  
Cooperative Extension

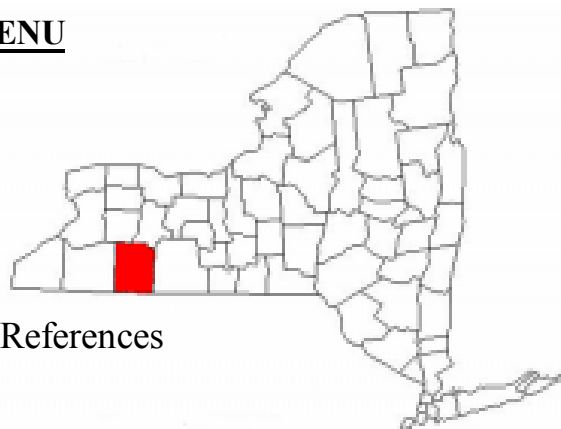


FOR MORE INFORMATION CONTACT (585) 268-7644 EXT. 19 , GO TO CCE'S  
WEBSITE: [HTTP://ALLEGANY.CCE.CORNELL.EDU](http://allegany.cce.cornell.edu) , OR  
EMAIL [ALLEGANY-AMERICORPS@CORNELL.EDU](mailto:ALLEGANY-AMERICORPS@CORNELL.EDU)

## BOOT CAMP MENU

### **Lesson A**

1. Introduction to Finding a Good Job
2. Employer's Expectations
3. Identify Your Skills
4. Document Your Education, Experience, and References
5. Finding Job Leads
6. Making Direct Contact with Employers



### **Lesson B**

1. Writing a Great Cover Letter
2. Writing an Effective Resume
3. Filling out Job Applications

### **Lesson C**

1. Interviewing Skills and Other Important Tips on Professionalism  
(This includes: You're Wearing What? Leave Your Phone in the Car and The Importance of a Good Handshake)

### **Lesson D**

1. Tips to Survive and Get Ahead on a New Job.
2. Self-care.

### **Lesson E**

1. Financial Management and Budgeting: Now You Have a Paycheck (How to Keep as Much as You Can)!

- We are looking for responsible, charismatic professionals to join our pool of trained volunteers to help administer this boot camp to help boost the core skills of Allegany youth.
- Help the youth to network with positive role models!