



# FUTURES AND OPTIONS

The Future is in Your Hands

## Career Essentials

### The Program



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

**Time:** 10 weeks during the fall semester, meeting weekly from 4:30 PM to 6:15 PM (October to January)

**Where:** 120 Broadway, Manhattan, NY (there will be 1 virtual cohort with limited space)

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

**Application Deadline:** **October 7th, 2022**

**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 10-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

*"I got to open my network and meet new people, which included other students in other schools and grades and professional adults working in large companies. This made me more open to meeting new people and listening about their ideas."*

- Sydney Lau , Stuyvesant High School

*"I think the most beneficial aspect of participating in career essentials is that we got to hear from and talk to people in the workplace and they helped and guided us on how to be ready when we want to get a job — which I felt was really helpful"*

- Betzy Cuautle, Central Park East High School



### Contact Us

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