

Youth Summer Job Fair (Ages 14-24)

Looking for a Summer Job or a Possible Permanent Position?

Date: Wednesday, April 10, 2019

Time: 4:00pm to 6:00pm

Where: Holyoke War Memorial Building, 310 Appleton Street, Holyoke MA

Be Prepared!

- Dress appropriately. Do not wear hoodies or hats during the interview. Do not wear jeans, t-shirts with slogans, halter tops, shorts, short skirts or sneakers; limit your jewelry appearance, and no pajamas.
- Bring a pen and copies of your resume, if you have one, with you on the day of the job fair.
- If you need to complete an application be sure you know your Social Security Number, former dates of employment, names of former employers, names and addresses of three (3) references, if needed.
- Before the job fair, think about the positions you may want to apply for and have a list of questions ready that you may want to ask the employers.
- Turn your cell phone off during the job fair and/or interview.
- Make childcare arrangements. Do not bring children to the job fair.

Key Words – Key to Success

Keywords are the descriptions of yourself that are most looked for by individuals or teams who review your resume, or speak with you during an interview. Keywords focus on the specific skills, abilities, and credentials that are most relevant to the position you are applying for, and many keywords often can be found in the position posting.

A simple example: let's say you are looking for a job as a medical administrative assistant. You see a job posting, and it says the company is looking for someone who is a certified medical administrative assistant with five years of office experience working with Microsoft Office Suite and maintaining patient files. S/he will schedule appointments, greet patients, and must be highly organized.

When reviewing your resume or talking with you in an interview, the hiring manager or team definitely will be looking for those specific qualities. Therefore, if you have the skills listed above, your professional summary or qualifications statement at the top of your resume should be using those "keywords," and might look like this "Seven years of experience as a certified medical administrative assistant; proficient in Microsoft Office Suite (Excel, Word, PowerPoint); demonstrated organizational skills. Maintained hard copies and computer versions of patient files, answered phones, greeted patients, and maintained a professional and welcoming office environment."

Keywords also can include additional skills or abilities that you think enhance your application and are directly related to the job that you are applying for.

MassHire Holyoke
850 High Street
Holyoke, MA 01040
Phone: 413-532-4900
Fax: 413-532-0293
masshireholyoke.org

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Hours of Operation

Mon. 9:00-5:00*
Tues. 9:00-7:00*
Wed. 9:00-5:00*
Thurs. 10:00-5:00*
Fri. 9:00-5:00*