

## Career and Job Skills Training

### Age Requirements

0-5

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6-12

,

13-21

,

22-55

,

56-60

,

60+

Available 24/7

No

### Other Eligibility Criteria

No residency requirement. Ages 16 for some programs. <br> Preference given to persons with medically certifiable disabilities.

### Family

No

### Intake Process

Referrals from 3rd party payers require psychological, med., and/or social summary. All others attend Orientation.

### Self Refer

Yes

### Goodwill of Greater Washington

<http://www.dcgoodwill.org/education/>

### Main

(202) 769-3707

TTY/TTD

(202) 269-3713

Arlington Career Center, 10 South Glebe Road

22204 VA

United States

## Languages Spoken

English

,

Sign Language

,

Spanish

Through a combination of classroom assessments and customer service/interpersonal skills workshops, students will identify their marketable strengths, identify appropriate employment opportunities, develop a resume and cover letter that clearly highlight their abilities, and improve upon their interview skills in to secure employment. Training Program instruction covers:

- How to market your strengths and abilities to employers
- How to create an error-free resume and cover letter
- How to master a job interview
- Tools and tips to search for a job during these tough economic times
- Job placement assistance with course benefits

## Metro Accessibility:

The Arlington Career Center is accessible from one Metro station followed by a choice of two Metro Bus routes. From the Ballston Metro station (Orange line) take the 10B Bus or 23A/23C Bus routes.

## Service Area(s)

Alexandria City

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Arlington County

,

Fairfax City

,

Fairfax County

,

Falls Church City

,

Fauquier County

,

Loudoun County

,

Prince William County