

**For information, contact the following:**

**Dressing for the Interview**

Are you uncertain about your appearance for job interviews?

**PREP will help you:**

• Distinguish appropriate dress for

the job search and interview

• Increase your chances of securing employment by presenting yourself in a professional manner

• Use your existing wardrobe to create a more professional appearance

• Learn about community resources that help limited-resource individuals “dress for success”

**Sharlean Briggs**

**Regional Extension Agent**

**Family Consumer Science**

**Personal Financial Management**

**334-382-5111 Office**

**334-707-8714 Mobile**

**334-382-3099 Fax**

Serving: Autauga, Bibb, Butler, Chilton, Dallas, Elmore, Lowndes, Montgomery, Perry, and Wilcox County.





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**Promoting Readiness for**

**Employment Possibilities**

***PREP is designed to provide unemployed and underemployed individuals with the knowledge and skills necessary to achieve employment success***



**PREP focuses on four major competencies:**

*Completing Job Applications Resume Building Interviewing Skills*

*Dressing for the Interview*

 [**www.aces.edu**](http://www.aces.edu/urban)

**Promoting Readiness for Employment Possibilities**

**PREParing a Job Application**

Do you know how to complete a

written or online job application?



**PREP will provide:**

• Quick and easy tips to completing

job applications

• Knowledge and skills in electronic job search practices

• Information and resources to improve job hunting strategies

**PREParing a Resume**

Do you need assistance with preparing a resume that gets attention?

**PREP will help you:**

• Develop resume writing skills

• Become familiar with the three

types of resumes

• Determine when to use a particular

type of resume

• Learn how to write an eye-catching resume and cover letter

• Create a resume that demonstrates how your skills and abilities are a perfect fit for a position



**Increase your employment possibilities**

**PREParing for the interview**

**Are you ready to interview for the job?**



**PREP will help you:**

• Develop effective communication skills

• Respond appropriately to basic

interview questions

• Make a good first impression during the interview

• Follow the proper etiquette during and after the interview