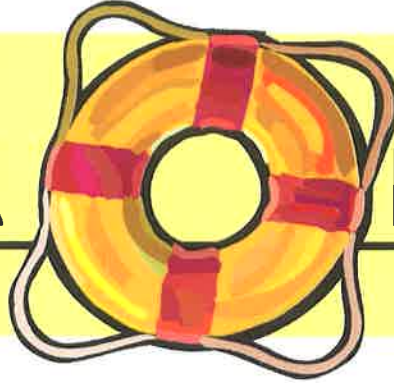


*Could your career use an S.O.S.?*

# SUMMER OFFICE SKILLS



Project Self-Sufficiency is offering an 8-week Summer Office Skills (SOS) Training Program to rejuvenate your employability skills with:

- **Microsoft Office Computer Training**
  - Basic Computer Skills
  - Microsoft Word, Excel, PowerPoint & Outlook
- **Employability Skills**
  - Resume & Cover Letter
  - Job Search Techniques
  - Interview Skills
- **Flexible Externship Option**
  - On-The-Job Training at a Community Work Site

**The SOS Program will run Tuesdays and Thursdays,  
July 9 through August 29, 9:30 a.m. to 3:00 p.m.**



**Contact your PSS Case Manager or call (973) 940-3500 to register!**