



Triton College Career Services

Fall Hiring Event

Open to students, alumni
and community members.
It is free to attend.

Tuesday, Sept. 24, 2019

10 a.m.- 1 p.m.

**Triton College, Student Center, Room B-203
2000 Fifth Ave., River Grove**

Employers from various industries will be recruiting for part-time, full-time and seasonal positions. Bring plenty of resumes and dress for success.

For more information, call
Triton College Career Services at
(708) 456-0300, Ext. 3322,
or email careerservices@triton.edu.



Triton College

It's about you.

2000 Fifth Ave., River Grove, IL 60171
(708) 456-0300 | triton.edu | #WeRTriton

Triton College is an Equal Opportunity/Affirmative Action Institution.

Get Hired!

Triton's Workforce Program will help you achieve your career goals.



How we can help

We offer no-cost career resources and services that can help you:

- Find job connections with our industry and business partners.
- Increase career readiness (resume writing, interviewing) support.
- Determine the career path that is right for you.
- Complete online and traditional applications and prepare for the interview process.
- Transition to employment and keep it.

How we can support you

- Prescription eyeglasses.
- Bus and gas cards.
- Work attire and tools.
- And more!

Who is eligible?

If you're ready to turn your strengths, skills and interests into a career and need some help, our services are for you! You'll get access to high-quality career services, education and training, and support services to help you start a career at no cost.

- 18 years of age or older.
- Eligible to work in the U.S.
- Receiving SNAP or unemployment benefits.

For more information or to get started, contact the WIOA Office in Career Services at **(708) 456-0300, Ext. 3851**, and ask about the WIOA Program.

www.triton.edu/wioa



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the American Job Center network



Triton College

It's about you.

2000 Fifth Ave., River Grove, IL 60171
(708) 456-0300 | triton.edu | #WeRTriton
Triton College is an Equal Opportunity/Affirmative Action Institution



Workforce Innovation Opportunity Act (W.I.O.A.)

at Triton College

If you are currently collecting unemployment benefits or recently exhausted them, and/or receiving (SNAP) Supplemental Nutrition Assistance Program, you may be eligible to participate in the Workforce Innovation Opportunity Act Program (WIOA) at Triton College. You may be eligible to receive FREE TUITION, FEES and BOOKS from over 20 Triton College certificate programs.

Approved Certificate Programs

BUSINESS & FINANCIAL

- Accounting Assistant
- Business Management
- Business Support Specialist
- Human Resource Management
- Office Technology

FOOD & HOSPITALITY

- Baking and Pastry
- Culinary Training
- Hospitality Industry Administration Hotel/Motel

HEALTHCARE

- Dental Assisting
- Dialysis Technician
- EKG Technician
- Emergency Medical Technician
- Medical Administrative Assistant
- Medical Billing and Coding
- Nurse Assistant
- Optical Assistant Training
- Phlebotomy Technician
- Physical Therapy Aide
- Rehabilitation Aide
- Sterile Processing Technician
- Surgical Technology

STEM

- Engineering Technology/Design
- Engineering Technology/Fabrication
- Engineering Technology/Mechatronics

The first step is a phone conversation to see if you are eligible.

Please contact: WIOA Career Coach at Triton College Career Services, A Building, Room A-204, (708) 456-0300, Ext. 3851.

www.triton.edu/wioa



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the American Job Center network

WE ARE TRITON.

2000 Fifth Ave. / River Grove, IL 60171 / (708) 456-0300

Triton College is an Equal Opportunity/Affirmative Action institution.




Triton College

triton.edu | #WeRTriton

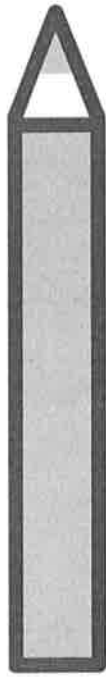


BECOME A PARAPROFESSIONAL ON US!



The Workforce Program at Triton College
will cover the cost of
the Paraprofessional exam and/or
the Educator License for Registered
Program Participants

Contact the Workforce office at
708.456.0300 ext 3851
www.triton.edu/wioa



Paraprofessionals support the instruction and
supervision of the classroom and provide students
individual support with lessons & help maintain
discipline

Minimum Qualifications to become a Paraprofessional

- High School Diploma/GED
- Must Pass drug and background check
- Eligible to work in the US
- Paraprofessional license*

Preferred

- Associates degree or higher
- 



OUT OF WORK? Need new job skills?

You may be eligible for **FREE** training through the Workforce Innovation and Opportunity Act (WIOA).

Workforce Innovation and Opportunity Act (WIOA) is a federally funded program which provides comprehensive counseling, re-training and career development. This program aims to improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation's economy. There is a priority for eligible low income and welfare recipients and for certain veterans or veteran spouses to receive specific services. Additionally WIOA works to support dislocated workers who lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. Other conditions can lead to eligibility, such as being self-employed (but not working as a result of general economic conditions) or being a displaced homemaker.

All eligible individuals will receive:

- Free counseling and assessment.
- Free retraining in one of 40 areas of study.
- Free job search assistance.

The program pays 100 percent of training costs for one WIOA approved program.

Each participant attends an orientation, a counseling session and a pre-employment skills workshop where resumes are written and job search interviewing skills are developed.

Eligibility is determined on a case-by-case basis, interested individuals must meet with a career coach in the Career Services Office.

For further information, call or visit Career Services, A Building, Room A-204, (708) 456-0300, Ext. 3619.
www.triton.edu/wioa



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

WE ARE TRITON.

2000 Fifth Ave. / River Grove, IL 60171 / (708) 456-0300
Triton College is an Equal Opportunity/Affirmative Action institution.



Triton College
triton.edu | #WeRTriton

General Sample

(Address Optional) • (Phone Number) • (Email) • (Linked URL Optional)

OBJECTIVE (optional)

Customer Relations professional looking to utilize my interpersonal skills and problem-solving skills in a Sales Associate position that will allow me to increase sales and improve efficiency.

EDUCATION

Associate in Arts, English
Triton College, River Grove, IL

June 2019
GPA: 3.8/4.0

PROFESSIONAL EXPERIENCE

Marketing Support Clerk

ABC INSURANCE COMPANY, Aurora, IL

July 2016 – Present

- Conduct an average of 50-75 telephone interviews per week with customers from target markets
- Draft marketing materials to be included in various publications
- Maintain a guest sign in sheet of all prospective buyers visiting sales center

Receptionist

MCDONALD, NELSON & EVANS LAW FIRM, Naperville, IL

May 2014 – June 2016

- Greeted clients and instructed them to fill out appropriate paperwork ensuring that clients were fully prepared before their meeting with an attorney
- Created an electronic filing system, enabling users to access scanned documents remotely and reduce the cost of paper supplies
- Provide back-up coverage to admin staff with corporate subscriptions, expense reports for agency senior management, and other administrative tasks as needed

Sales Associate

OWEN'S DEPARTMENT STORE, Naperville, IL

March 2013 – April 2014

- Advised customers on purchases of various merchandise keeping their budget and style in mind, resulting in consistently exceeding sales goals
- Resolved customer inquiries and complaints in a polite and efficient manner thus increasing overall customer satisfaction scores to 4/5
- Processed special customer orders via telephone, email, and fax

COMMUNITY EXPERIENCE

Volunteer, Youth Programming

COMMUNITY CENTER, Chicago, IL

June 2016 – Present

- Create and manage the Youth Programming department's Facebook page that has increase RSVP's and attendance at events by 60% since 2013
- Market youth community events by speaking at neighboring high schools and recruiting peer leaders to help advertise the events
- Mentor high school students encouraging healthy behavior and positive choices

SKILLS

LANGUAGE: Spanish, conversational written and verbal skills

TECHNICAL: Proficient in Word, Outlook, and Social Media, Functional in PowerPoint& Basic in Excel

DATE

HIRING MANAGER NAME

COMPANY NAME

COMPANY ADDRESS

Dear _____:

I am very interested in the (JOB TITLE) position with the (COMPANY NAME) (POSITION #12345) posted on your company's website. I believe that my experience and strong customer service skill set will allow me to contribute to ABC Company.

I have attached my resume for your consideration and would like to highlight some of the qualifications that I believe make me an excellent candidate for the Customer Service position.

These include:

- Outstanding customer service background
- Excellent computer, data entry and phone skills
- Strong organizational and time management focus
- Bilingual in English and Spanish

I am aware of the excellent product and service that ABC Company provides its customers and I feel that I would be an excellent addition to your team. I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions at 480-123-4567 or email me at myname@triton.edu. Thank you for your time and consideration.

Sincerely

(Sign here)

Your Name

CHICAGO DEPARTMENT OF AVIATION COMMUNITY CAREER FAIR



August 28, 2019
10 a.m. - 2 p.m.
(Doors Open at 9:30 a.m.)

KENNEDY-KING COLLEGE

740 W. 63rd St., Building U
Chicago, IL 60621

The Chicago Department of Aviation (CDA) will host a community career fair showcasing hundreds of full- and part-time jobs at Chicago's airports. On-site workshops to develop job searching, resume writing, interviewing and employable skills will also be available. Don't miss the opportunity to meet representatives from companies looking to hire individuals to work at O'Hare & Midway International Airports in the following areas:

- AIRLINES
- CARGO
- CONCESSIONS
- CONSTRUCTION
- APPRENTICESHIPS
- SECURITY AND MORE

FREE WORKSHOPS

- How to get into an Apprenticeship Program • 11 a.m. - 11:45 a.m.
- Resume Writing • Noon - 12:45 p.m.
- Safer Foundation Transitional Job Session • 1 p.m. - 1:45 p.m.



Register Online for the Career Fair:
<https://www.surveymonkey.com/r/2JJKHPC>



@fly2ohare
@fly2midway



@fly2ohare
@fly2midway



/fly2ohare
/fly2midway



/flychicago

★★★★
O'HARE & MIDWAY
INTERNATIONAL AIRPORTS — ✈

**BUILDING A
BETTER WORKFORCE**
#cdacareerfair

CDA
CHICAGO DEPARTMENT OF AVIATION ★