



The Career Gateway! is a program for active and potential jobseekers. The Career Gateway! provides invaluable training and individualized attention.

## At \$75, the cost is amazingly low!

It may be tax-deductible as a job search expense.

With five six-hour classes over two weeks, this works out to under \$3 per hour of class time.



### By enrolling in The Career Gateway!, you will learn how to:

- Turbo-charge your resume, using words and formats that grab employers' attention
- Hone your interviewing skills to make a dynamic first impression in person, on Skype™, or by telephone
- Network effectively, using a “two-minute drill” to establish contacts locally and in cyberspace
- Discover the hidden job market including the Internet and social networking
- Develop a personal job-search plan, providing structure and organization to your job-hunting
- Enhance your social networking skills

### The course also includes:

- An overview of today's job market, with particular attention to challenges facing experienced workers
- Ways to handle gaps in your work experience and address age or compensation issues
- Easy-to-use forms for planning and managing your job-search campaign
- Techniques for sustaining job-search momentum in the face of rejection
- Techniques for answering interview questions
- Pointers for selecting and giving reference names to potential employers
- Writing effective cover letters, follow-up letters, thank-you notes and other materials
- Tips for responding to job advertisements
- Techniques for contacting recruiters
- Pointers for negotiation of job offers and choosing among multiple offers

**Classes meet from 9AM until 4PM. See the registration page for session dates. Participants should bring a bag lunch. All classes convene at the Jewish Council for the Aging's Ann L. Bronfman Center at 12320 Parklawn Drive, Rockville, MD, under one mile from the Twinbrook Metro Station.**

If Montgomery County Public Schools have a delayed opening or are cancelled, then The Career Gateway! class will be cancelled and re-scheduled.

*The Career Gateway is made possible by generous funding from Montgomery County Aging and Disability Services, The Morris and Gwendolyn Cafritz Foundation, and JCA—the Jewish Council for the Aging®.*



Margo Smith, an experienced job search counselor, executive coach, and motivator has lived in the Washington DC metro area

for 30 years. She knows the local employment scene.

Before founding her personal coaching practice, Ms. Smith taught job-seeking skills at the City University of New York and Adelphi University. She has also been a consultant for Fortune 500 corporations and co-owner of a major restoration contracting company, where she was responsible for recruiting and hiring all personnel.

Ms. Smith established Career Gateway's Job Club, a motivational and skill-building group for graduates of the program. In Job Club, graduates enhance their confidence, personal presentation, interviewing, networking, and negotiating skills. Each creates a targeted strategic plan for their search.

Ms. Smith earned an M.S. in Career Counseling from Johns Hopkins University, an MBA from Adelphi University, and a B.A. from Tufts University. She is certified to administer the MBTI.

*“...the class has provided me with a new look. Instead of just worrying, I have concrete steps to take...I can move forward in my job search.”*

– Lori R.

## JCA Policies

**Privacy:** JCA is committed to maintaining the privacy of your personal information. We will not share it with others. For details, see [accessjca.org/legal](http://accessjca.org/legal).

**Client Acceptance:** JCA strives to be as inclusive as possible in all that we do and our clients have the right to expect compassionate service from us. Sometimes, however, we may need to make the difficult decision of denying a person or group the option to enroll in our programs or continue to participate in them. We reserve the right to make lawful decisions that we believe are in the best interest of our clients and each program.

**Registration:** JCA will accept registrations in the order we receive them and will confirm your registration in writing or by e-mail. If you wish to withdraw from a registered class and receive a full refund, JCA must receive your written notification at least two full weeks before the first class of the session for which you have registered. There are no refunds thereafter. You may email your refund request to [career.gateway@AccessJCA.org](mailto:career.gateway@AccessJCA.org), fax it to 301.231.9360, or mail it to The Career Gateway, 12320 Parklawn Drive, Rockville, MD 20852. Your request is not valid, however, until JCA acknowledges it in writing.

**Check Acceptance:** Returned checks incur a \$35 fee. A payment by check is considered authorization to convert that particular check into an electronic fund transfer. If your check is unable to be converted, it may be processed as a Check Replacement Document drawn against your account. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. You have the right to opt out of Electronic Conversion. If you choose to exercise this right, write the words ‘Opt Out’ in the memo field of your check and JCA will process it as a draft against your account.

**Special accommodations:** For accommodations that could ease your participation in the program, email [career.gateway@AccessJCA.org](mailto:career.gateway@AccessJCA.org) or call 301.255.4200 or 703.425.0999.

**Changes:** JCA may change the nature and fee schedule of its programs at any time and without written notice.