

**The City Of East Orange  
Mayor's Office of Employment & Training**

*Present*

**A Stepping Stone to Future Career!  
Workshop**

Wednesday, October 20, 2010

At 10:00 a.m.

Refreshments will be served

**Location:**

7 Glenwood Ave., Suite 100, East Orange, New Jersey

DeVry University  
Steve Lehrm

Hosts

**The Art and Science of Managing Your Career!**

Whether you are actively searching for work or interested in your professional advancement, this presentation offers relevant and timely information on how to manage your career.

Learn how to:

- **Craft a personal bio and resume, and your 60 second elevator speech.**
- **Present yourself & polish your interviewing skills.**

If you have any questions or concerns please feel free to contact us at (973) 677- 8914.