

## Our Brothers' Keepers



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### **OBK Job Resume', Searching, Applications, Interviews and Money Management Skills**

#### **Section 4:**

- Life today is a lot about computer skills. Computers continue to be updated and capable of doing more and more to help us all. We can help you learn, update or refresh your computer skills.
- Learn more about computers, Smartphones, iPhones, Twitter, Facebook, Linked-in and social media.
- Expand your computer skills to simplify your life!
- Learn to write your own resume'.
- Learn to find Websites, do Job Searching and Job Applications.
- Write Letters of Explanation and Thank you Letter Format.
- Practice Job Interview Worksheets
- Learn goals, needs and steps to successful employment
- Watch mock job interviews, and actually participate in a job interview. Have a positive self-image

#### **Section 5:**

- Evaluating Jobs: Pay all the bills? What benefits?
- Is the employer maintaining a safe and healthy workplace?
- Does the employer pay living wages and provide benefits?
- View OSHA commercials #1/#4/#5
- What if money was no object in your life?

#### **Section 6:**

- Dave Ramsey-Budgeting-Money Matters
- The basics of Financial Responsibility
- Cash flow planning (with a cash flow plan)
- Budget Worksheet
- Rental Lease Agreement RISKS
- Rental walkthrough
- Smart Shopping Strategies and Tips to Shop Wisely
- Dave Ramsey's "Envelope System"

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