**MEMO**

**TO:** Robert Benson, Executive Director

**FROM:** Josef Griffin, Career Services

**DATE:** June 19

**RE:** Job Support

As we discussed last week, many of our residents need help with obtaining employment. Simply attending a job fair is not sufficient. Individuals need our assistance in many areas—for example, matching their skills with available positions, practicing for an interview, and financial planning.

I have presented a handout that can be given to individuals that are unemployed and a presentation describing our career services.

Please review these two files before our meeting next week.