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## For Immediate Release

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### Employability Skills Classes to be Held at Douglass Community Association

Kalamazoo, Mich: The Douglass Community Association and Kalamazoo Valley Community College will hold three employability skills classes in October to help north-side residents gain a competitive edge in today's marketplace. The classes will be taught by KVCC professors Lois Brinson-Ropes and Karen Phelps and are free to the public, however pre-registration is required.

Participants can choose from three classes. "Resume and Cover Letters" will be held on October 7, 2009 to discuss the process behind composing a compelling resume and cover letter. On October 14 "Interviewing Tips" will discuss ways to answer common interview questions asked by employers. Lastly, "Employee Etiquette/Job Search Strategies" will be held on October 21 to teach participants job search strategies and tips on how to keep those jobs.

All classes take place from 4 p.m. to 5:30 p.m. in the boardroom of Douglass Community Association and refreshments will be served. **Pre-registration is required and seating will be limited to the first 20 people who register.** Participants do not have to register for all three classes, but are welcome to take more than one class if they choose.

If you have any questions or would like to register for a class, please contact Fran Tate at [f.tate@douglasscommunity.org](mailto:f.tate@douglasscommunity.org) or by phone at (269) 343-6185 ext. 202.

Named after famous African American Frederick Douglass, the Douglass Community Association (DCA) was founded in 1919. Throughout its history, DCA has passionately served countless individuals and families in the north-side and greater Kalamazoo communities as a center of social, recreational, and community development. Today the DCA strives to ensure that that all youth will have the supports they need to achieve their full potential through their mission of providing collaborative opportunities for youth development, education, healthy living, and leadership.

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