

April 2, 2019

This letter will confirm that Corvin Keefe attended and completed the following workshops at Goodwill Career Centre between December 2017 and January 2018:

Employment Planning Workshop

- Introduce the steps to getting employment
- Explore personal situation and identify stumbling blocks to employment
- Assess your values, strengths, interests and preferences related to employment
- Develop skills to research the labour market
- Identify goals and steps towards achieving your short & long term job targets

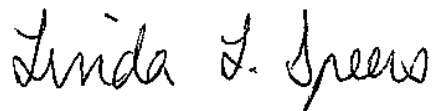
Personality Dimensions Workshop

- Obtain knowledge on how your Core Temperament helps you in your personal life
- Understand how it can be useful in choosing a new work environment
- Develop an understanding of our differences and how it can apply to working better as a team

Job Search Workshop

- Assess your readiness to job search
- Learn and practice effective job search skills
- Develop an understanding and the advantages and disadvantages of various job search techniques
- Learn about resumes, cover letters and references; create a draft cover letter and draft reference sheet
- Develop techniques and skills for effective interview preparation

Sincerely,



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