

## Monthly Resources & Employment Information in Your Community | May 2024

### Social Development Commission Closure

At the end of April, the Social Development Commission (SDC) abruptly closed. The SDC, a social services agency, had been around for more than 60 years. Many people in Milwaukee have been left with services unfulfilled. While there is still many unanswered questions about the programs that SDC offered, there was some news for those who were using the tax services this year, according to [Milwaukee Neighborhood News Service](#).

[Meredith Melland](#) wrote that [La Casa de Esperanza](#) will be managing the tax services for SDC clients.

If used SDC to file your taxes, please contact Gina Sanchez at 262-899-6786 or [gsanchez@lacasadeesperanza.org](mailto:gsanchez@lacasadeesperanza.org) for more information.

SDC was an important agency that helped many people throughout the City of Milwaukee – we will include any updates about the programs offered by SDC in future newsletters.

If you are looking for resources that you received through SDC, you can call 211 to get connected with family, health, and social services in your area.



### Cover Letter Writing

Cover letters are becoming more common in the job hiring process throughout all industries. They can seem intimidating at first but once you learn how to write a cover letter, it's pretty simple. A cover letter gives you the opportunity to explain your work experience and skills more than you can explain on your resume. It's a great time to say why you would be a good fit for the job.

It's important to show that you know who you are writing to and have done any necessary research about the company that you are applying to. If the job posting has the name of the hiring manager, make sure you address the letter to them directly. Otherwise, you can write "Dear Hiring Manager." As you research the company, look at their mission and values, does that align with your own values? If so, make sure to include it in your cover letter.

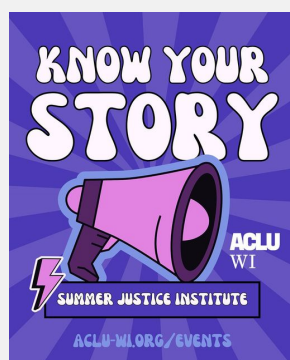
When a hiring manager is looking through many cover letters submitted for the same job, sometimes you have only the first paragraph to grab their attention. Try using keywords from the job listing to grab their attention. If you have any skills that they are looking for in an employee, mention those skills right away.

Example:

*Dear Hiring Manager,*

*I am thrilled to be applying for the position of X at Company. I see that you are looking for someone who is skilled in multitasking, customer service, and works well on a team. My experience working in retail and group projects in school have helped me refine those skills.*

For the rest of the cover letter, you can give



## Summer Activities and Events

**Milwaukee Public Library** has three different summer reading programs, to encourage the whole family to keep reading this summer. Sign up for the reading programs opens on June 1. Check out the [Summer Kickoff event](#) on Saturday, June 8 from 10 am to 1 pm at Milwaukee Central Library.

[Super Reader Squad](#) (ages: birth-12 years old)

[Teens Summer Challenge](#) (ages: 13-18)

[Book By Book: Adult Summer Reading](#) (ages: 18+)

**ACLU Summer Justice Institute** is a great opportunity for high schoolers interested in civic engagement, speaking their truth, and advocating for their community. This is a week-long day camp from June 24-28. The camp is free and meals will be provided. For more information and to register, click [here](#).

**Safe Summer Kickoff** celebrates healing, recreation, and safety in the Amani Neighborhood on June 14 from 3 to 6 pm. The event is free and located at the COA Goldin Center. For more information, click [here](#).

specific examples of how you used those skills at past jobs or in school. Include personal stories about if you ever had to take on more than one task at a time, helped more than one customer at once, had to de-escalate tension with impatient customers, or solved conflict while working on a group project. Try to keep the stories short, but give enough detail so that the hiring manager will know that you have the skills needed for the job.

Even though you should be including your contact information in your resume already, make sure to include it at the top in a header or at the bottom after your signoff. The font of your cover letter should be easy to read, using a font like Arial or Helvetica. Use 11 or 12 point font.



## Job Openings

Check out job openings at Milwaukee County [here](#)! The County is already starting to hire for seasonal jobs for the summer.

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