



106 East 2<sup>nd</sup> Ave. · Indianola, IA 50125 (No Appointment Necessary)  
 110 W. Washington · Winterset, IA 50273 (By Appointment)  
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**WeLIFT Job Search is here to help in your job search efforts offering FREE assistance with:**

- ❖ Resumes, cover letters, email, and online job applications
- ❖ Indianola Office Hours: Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 3:00 p.m.

## February 2018 Class Schedule – Indianola Office



**Excel:** Create a spreadsheet or brush up on skills. **Must be committed to both sessions.** ☺

**Prerequisites for Class:** Basic Computer Skills and Microsoft Word

- **Session I: Mon., February 5th** **5:30 p.m. to 8:00 p.m.**
- **Session II: Mon., February 12th** **5:30 p.m. to 8:00 p.m.**



**Email Basics:** **NEW CLASS OFFERING AT WELIFT!** Email basics for the PC, includes How to get there: What do I need to access the internet? What is an ISP? A browser? How do I log in? I'm there, what do I do now? Read, write, send, attach and all the fun stuff. What security steps do I need to take? Tips on getting organized. **Please have your email username and password with you for class. If you need help setting up an account please see WeLIFT staff prior to class date. We will not be covering email for mobile devices.**

- **Tues., February 6th** **5:30 p.m. to 7:30 p.m.**



**Microsoft Word Basics:** From resumes to cover letters, most professional letters start with a Word document. Learn to create, format, copy and paste, and save documents.

- **Thurs., February 8th** **5:30 p.m. to 7:30 p.m.**



**Electronic Job Search:** Explains the process of how to apply online, upload resumes, and use job search sites to your best advantage. Participants are encouraged to bring a flash drive or have access to their resumes electronically.

- **Tues., February 13th** **5:30 p.m. to 7:30 p.m.**



**NCRC National Career Readiness Certificate:** This is an assessment in applied math, locating information, and reading for information. Based on scores, a Platinum, Gold, Silver, or Bronze certificate may be awarded. The **NCRC is recognized by 9,100+ employers in Iowa.**

- **Tues., February 20th** **5:30 p.m. to 9:00 p.m.**



**Interview Skills:** How to prepare for phone interviews, group interviewing, first impressions, networking, addressing barriers, and the importance of **interview preparation.**

- **Thurs., February 22nd** **10:00 a.m. to 11:30 a.m.**

**Please call (515) 962-5017 to register for classes.**

**All classes and services are FREE and designed for hands-on learning. You are invited to re-take classes as often as you like.**