



106 East 2nd Ave. · Indianola, IA 50125 (No Appointment Necessary)
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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.

April 2018 Class Schedule – Indianola Office



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.

- **Mon., April 2** **5:30 p.m. to 7:30 p.m.**



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: Tues., April 3** **5:30 p.m. to 8:00 p.m.**
- **Session II: Tues., April 10** **5:30 p.m. to 8:00 p.m.**



Email Basics: 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.**

- **Mon., April 9** **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.

- **Mon., April 16** **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., April 17** **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., April 19** **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.