



106 East 2nd Ave. · Indianola, IA 50125
(515) 962-5017 · weliftjobsearch@gmail.com

WeLIFT Job Search is here to help in your job search efforts offering **FREE** assistance with:

- ❖ Resumes, cover letters, email, and online job applications
- ❖ **Office Hours: Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 3:00 p.m.**
No Appointment Necessary

August 2018 Class Schedule



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.**

- **Monday, August 6** **5:30 p.m. to 9:00 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.

- **Monday, August 13** **5:30 p.m. to 7:30 p.m.**



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

- **Thursday, August 16** **10:00 a.m. to 11:30 a.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.

- **Monday, August 20** **5:30 p.m. to 7:30 p.m.**

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

All classes and services are FREE and designed for hands-on learning.

Please sign up for classes at least two weeks prior to class date.

You are invited to re-take classes as often as you like.