



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

January 2019 Class Schedule



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., January 7** 5:30 p.m. to 8:00 p.m.
- **Session II: Mon., January 14** 5:30 p.m. to 8:00 p.m.



Interview Skills: How to prepare for phone interviews, group interviewing, first impressions, networking, addressing barriers, and the importance of **interview preparation**.
➤ **Thurs., January 17th** 10:00 a.m. to 11:30 a.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**.
➤ **Mon., January 21** 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.
➤ **Mon., January 28** 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.