



106 East 2<sup>nd</sup> Ave. · Indianola, IA 50125  
(515) 962-5017 · [weliftjobsearch@gmail.com](mailto: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**

---

## February 2019 Class Schedule



**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.**

➤ **Monday, February 4**

**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.

➤ **Monday, February 11**

**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.**

➤ **Monday, February 18**

**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, February 25**

**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.**