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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)

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## April 2019 Class Schedule



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

- **Thurs., April 15** **10:00 a.m. to 11:30 a.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.**

- **Monday, April 22** **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.

- **Tuesday, April 23** **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.

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

## April 2019 NCRC Testing Schedule



**NCRC National Career Readiness Certificate:** This is a **timed assessment test** which tests 3 areas; 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., April 29** **5:30 p.m. to 9:00 p.m.**

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

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