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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)

March 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., March 4** **5:30 p.m. to 8:00 p.m.**
- **Session II: Mon., March 11** **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., March 21** **10:00 a.m. to 11:30 a.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., March 25** **5:30 p.m. to 7:30 p.m.**

March 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., March 18** **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.

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.