



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



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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)

September 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, September 9th**

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, September 16th**

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.**

➤ **Thurs., September 19th**

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.

➤ **Monday, September 30th**

5:30 p.m. to 7:30 p.m.

September 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., September 23**

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.