

March 2020 Class Schedule

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.

Wed., March 4 5:30 p.m. to 7:30 p.m.

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 16 5:30 p.m. to 8:00 p.m.

Session II: Wed., March 18 5:30 p.m. to 8:00 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.

Mon., March 23 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.

Schedule with Roger as needed to help be better prepared for an interview.

Employment opportunities are from a variety of sources and represent a few of the openings in our area. This list in no way endorses any of the employers listed but is simply to be used as a resource for those in job search.

WeLIFT Job Search Center

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Office Hours: Tuesdays, Wednesdays & Thursdays 9-3 Mon. – Thurs. evenings by appointment

"Empowering unemployed and underemployed individuals to achieve economic self-sufficiency."