

Job Search Essentials

Using 21st Century Technology



Does this look familiar?

We can solve your problem.

Job Search Essentials

Job Search Essentials provides the basics for conducting a job search in the 21st Century. Many individuals are not familiar with the technology of today. We begin with getting individuals comfortable with these technologies; the computer, the Internet, and word processing. Upon completion of the class, individuals will be comfortable with using a computer for their job search and they will be prepared for their new career.

Topics in the training include:

- Computer Basics
- Basic Terminology
- Keyboarding Basics
- Writing a resume using Word[®]
- Uploading a resume
- How to search the Internet
- Job Search Techniques
- How to listen to questions
- Asking follow up questions

