

FREE Workshops at Career Link

REGISTER: 604.485.7958 yourteam@careerlinkbc.com or online at

<http://careerlinkbc.com/calendar.php>

Computer Basics

Basic Computers (Word Processing)

A 6 hour course (spread over three lessons) for beginners and near beginners. Takes you from no experience with computers to being comfortable to sit at any computer and type up a document, format it, save it, and then retrieve it. At completion, you will be qualified to add "Basic Word Processing Skills" to your resume and be able to type your own cover letters, as well as make adjustments to your resume.

Internet/Email: 3 hours of course time will be spent on Email: you will obtain a free email address and then learn how to send and receive emails, organize your mail into folders, manage your mail, and discuss email etiquette. As well, attaching files to outgoing mail will be covered (great when applying for jobs and an employer requests that your resume be emailed). 3 hours of course time will be spent on Internet: learn what the Internet is all about and how it can help you. Topics covered include entering addresses and maneuvering about within the site, printing, linking to external sites, and searching effectively for information when no web address is available.

Job Search and Communication Skills

The Modern Job Hunt

This three-day workshop helps job seekers jumpstart their job search. Topics include:

- Creating a Leads List
- Searching the Online Job Banks
- Marketing Yourself to Employers
- Find out about BC Employment Standards; Distinguish between legal & illegal interview questions; ensure your safety on the job... and more!

Mastering the Art of Applying for Jobs Online - Learn the secrets of delivering a resume securely into employers' hands.

Create a Winning Cover Letter - Learn the basics of writing quick and easy cover- letters that reflect your unique identity and skills.

Create a Winning Resume- Explore the basics of resume design

- Use templates to create a quick and easy resume
- Showcase your skills with benefit language

Interview Skills - Stand Out When It Counts

Are you heading off to your first ever interview? Or have you had a few, but don't seem to get the job offers? Come and learn how to stand out with your answers to both common and challenging interview questions.