



Hub of OPPORTUNITIES

JOB SEARCHING IN A DIGITAL WORLD

4-WEEK COURSE BEGINS SEPT. 11, 2022



JSDW

Looking for a job today requires more computer skills than ever before. Job searches, applications, and even some interviews are conducted via computers. We're here to help **YOU** prepare for this ever-changing employment market.

By offering you the computer skills and confidence you need to re-enter the workforce, we can help you land your ideal job. While attending class, you can continue to work with an employment counsellor, conduct job searches and apply for work.

SCHEDULE YOUR PRE-COURSE ASSESSMENT NOW
CONTACT MELODY AT 519.944.4900 EXT. 150

Learn how to use technology to enhance your job search

Gain skills & Internet strategies for job searching

Practice using email for online job applications

Utilize Microsoft Word for effective résumés & cover letters

Learn how to find job postings online and the different methods to apply

6955 Cantelon Dr.
Windsor, ON N8T 3J9

519.944.4900

www.uhc.ca

CLASS SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 - 11:00 A.M.	9:30 - 11:00 A.M.	9:30 - 11:00 A.M.	9:30 - 11:00 A.M.	9:30 - 11:00 A.M.

