

# JOB SEARCHING IN A DIGITAL WORLD

## **PART 1**

Learn basic computer skills including:

- Managing Files/Using a USB
- Email Basics
- Internet Searching Using Google
- Online Safety and Security

## **PART 2**

Learn how to use job search tools:

- Creating a Job Seeker Account
- Resume and Cover Letter Building
- Applying for Online Job Posts
- Communicating with Employers

## **4-WEEK TRAINING COURSE**

Looking for a job today requires more computer skills than ever before. Job searches, applications, and even some interviews are conducted online.

This course starts by upgrading your computer skills and building your confidence use digital tools. Next, it teaches you the latest developments in job search technology, such as Workforce WindsorEssex's Job Board and Jobseeker Accounts. While attending class, you can continue to work with an employment caseworker, conduct job searches and apply for work.

**Schedule your pre-course assessment now.**

### **CONTACT US:**

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