



## Job Seekers Workshops

The Escanaba Public Library will be offering two job seeking workshops to help unemployed workers and individuals seeking a career change find employment by navigating online job resources.

**Tuesday, November 10, 2009, 10:00 a.m. – 11:30 a.m.**

### **Job Seeking Resources on the Internet**

This presentation will provide an overview of where to find resources online and in the community to help job seekers find employment and prepare for the job market.

#### **Topics will include;**

- Exploring Mel databases for job seekers including skill building tutorials
- Exploring state and local job sites
- Resources to help build resumes and cover letters
- Resources that offer interviewing tips

**Tuesday, November 17, 2009, 10:00 a.m. – 11:30 a.m.**

### **Introduction to the Internet & Web-based Email for Job Seekers**

This interactive class will provide training to successfully access and navigate the Internet and apply for jobs online. You will also learn how to set-up and use web-based email accounts.

#### **Topics will include;**

- Navigating a web browser, browsers available (Internet Explorer, Firefox, Chrome)
- Domain names/URL's
- Search engines
- Bookmarking/favorites
- Saving and accessing files/storage/flash drives
- Filling out online forms
- Opening a free email account and managing your account

\*Basic computer skills are recommended for both workshops including using a mouse and keyboard.

**To register**, contact the Escanaba Public Library at 906-789-7323 or at [epl@escanabalibrary.org](mailto:epl@escanabalibrary.org)



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