

Introduction to Microsoft Word for Jobseekers

- Learn how to create, format and edit documents.
- Practice cutting & pasting, and copying & pasting.



- Learn how to reformat your resume.
- Develop the confidence you need to create/edit your own letters and resumes.

Learn in a fun, stress-free environment.

**Introduction to Microsoft Word
is a 6-hour, hands-on workshop.
(2 days, 3 hours per day)
Basic computer skills are required.**



To Register for this FREE Workshop, contact the American Job Center Office Nearest You Today

americanjobcenter
EASTERN CT

Danielson • 95 Westcott Road • 860-412-7000

Willimantic • 1320 Main Street, Tyler Square • 860-450-7603

New London • Shaw's Cove Six • 860-439-7670 option 6

Norwich • 113 Salem Turnpike, North Bldg., Suite 200 • 860-859-5777

To learn more about the wide range of workshops available, visit www.ewib.org/workshops#links or www.ct.gov/dol.

Not all workshops are available every month. Certain workshops may require a minimum number of participants to avoid cancellation.

Please check the monthly calendar for availability.



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