

# Email for Jobseekers

## Learn the Skills Needed to Use Email in Your Job Search



### LEARN HOW TO:

- Compose and reply to emails
- Create labels
- Set a signature
- Practice sending and receiving email
- Upload and download attachments
- Use email to apply for jobs

Practice responding to a job posting via email while using a practice cover letter and resume.

Don't have an email address? No problem.  
The instructor will help you create one!

**This is a 6-hour, hands-on workshop.  
(2 days, 3 hours per day)**

**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](http://www.ewib.org/workshops#links) or [www.ct.gov/dol](http://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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