

ELECTRONIC JOB SEARCH (FOR COMPUTER NOVICES)

A FREE TWO-DAY SEMINAR

**Brought to You By The College of Lake County-Adult Education &
The Job Center of Lake County**

WHERE: Job Center of Lake County

ADDRESS: 1 N. Genesee St., Waukegan

WHEN: Monday, Feb. 20 & Tuesday, Feb. 21

TIME: 1:00 PM to 5:00 PM



Computers are becoming increasingly important for jobseekers. Employers will expect you to prepare and submit a resume via email or to fill out an online application. Are you missing out on opportunities because you don't know enough about computers?

Begin here! In our computer lab, learn to:

- Use the online tool *Illinois workNet* to find career information
- navigate the internet to find jobs
- set up an email address and contact others via email
- create a basic resume or cover letter
- find tutorials to learn keyboarding and computer software

RESERVATIONS ARE REQUIRED!!!

Call 847-377-3439 to reserve a seat!

NOTE: A minimum of 7 people must register for this seminar in order for us to offer it. In case of cancellation, you will be contacted by telephone.