



A proud partner of the American Job Center network

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5 9: 30 AM Virtual Resume Workshop	6 JOB FAIR 10 AM - 6 PM By appointment ITI Trailers and Truck Bodies, Inc
9	10	11 1:30 PM Meet The Vet Rep	12 9 AM Computer/Internet Basics 9:30 AM Virtual Job Interview Workshop	13
16 Click on a link to join any of the virtual workshops!	17	18	19	20
23	24	25	26 9 AM Using Email	27
	3 Day Job Search & Career Development Workshop August 24th, 25th & 26th 9 – 11 am Call 814.534.2500 to reserve your spot!			
30	31	Click here to sign up for Our newsletter!		

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal opportunity Employer/Program.

3 Day Job Search & Career Development Workshop

Identify tools for determining career aptitude
Identify elements of a strong portfolio
Distinguish between different types of interviews
Demonstrate understanding of negotiables: salary, schedule, benefits, professional development
Identify elements of a cover letter and résumé
Identify best practices to be successful on the job
Identify steps to prepare for a career or job fair and much more!

VIRTUAL WORKSHOPS

Resume Workshop

Review commonly used resume styles. Learn the parts of the resume, samples of cover letters and references.

<https://gogoodwill.zoom.us/j/93735747920>

Job Interviews Workshop

Tips on how to prepare for an interview, proper attire, what to do during an interview and following up on an interview.

<https://gogoodwill.zoom.us/j/92787849601>

Meet The Vet Rep

Meet virtually with the local Veterans Employment

<https://gogoodwill.zoom.us/j/92137515648>



AUGUST 6, 2021

ITI TRAILERS AND TRUCK BODIES, INC.

APPOINTMENT ONLY

**MUST CALL 814-445-4161 OR EMAIL
RLOWRY@CAPFSC.ORG TO SCHEDULE AN
INTERVIEW TIME.**



COMPUTER CLASSES

Northstar Digital Literacy classes teach basic skills needed to perform tasks on computers and online. Classes are offered to enhance computer knowledge and skills for job seekers. Topics include: computer, e-mail, and internet basics as well as Microsoft Office, Word and Excel. Classes are free to the public. At the end of each class you can take an assessment to receive a certificate!

CLASSES FOR THIS MONTH ARE:

Computer Basic/Internet

Learn computer parts, how to use the computer and mouse. Also an introduction to getting around the Internet, internet service providers and how to do a search using Google.

Using Email

Walk through setting up a G-mail account. Then learn how to send an email, attach files, change how it looks, etiquette and how to receive an email. Also learn about spam.

Due to Covid-19 there is limited seating. Social distancing will be practiced.

You must call the CareerLink at 814-445-4161 to register.



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