



2 Hour WORKSHOPS

At the Yuba County One-Stop

Call (530) 749-4850 or Come In to Sign-up

BASIC COMPUTER SKILLS

(Ellis Room- upstairs #208)

(1st & 3rd Wednesday of Each Month – 1:30 to 3:30 PM)

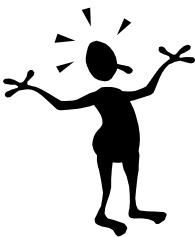


- General info about how computers work.
- Basic info on how to use a computer.
- Basic info on how to use the Internet.
- **Sign-up in advance to attend**

HOW TO GET A JOB

(Maidu Room- downstairs off lobby)

(2nd & 4th Wednesday of Each Month – 1:30 to 3:30 PM)



- What are employers looking for?
- Where do you look for job leads?
- How do you find a government job?
- **Sign-up in advance to attend**

RÉSUMÉ WRITING

(Resource Room- downstairs)

(Every Wednesday in the Resource Room – 3:00 to 5:00 PM)



- What your résumé should do for you.
- How to create a winning résumé.
- Improve your résumé using O*NET.
- **Sign-up in advance to attend**