



# Workshops

Need help Job Searching? Creating a Resume? Using Microsoft Programs?

Please take advantage of our **FREE** upcoming workshops on  
Thursdays from 10-11 am!

**April 6<sup>th</sup> – Computer Basics**

**April 13<sup>th</sup> – Discovering Microsoft Excel Part I**

**April 20<sup>th</sup> – Discovering Microsoft Excel Part II**

**May 4<sup>th</sup> – Resume Writing 101**

**May 11<sup>th</sup> – Exploring Microsoft Word**

**May 18<sup>th</sup> – Soft Skills for Career Success**

**May 25<sup>th</sup> – Interviewing 101**

**June 1<sup>st</sup> – Facebook & the Job Search**

**June 8<sup>th</sup> – Online Job Searching**

**June 15<sup>th</sup> – Exploring Microsoft Word**

**June 22<sup>nd</sup> – Interviewing 101**

**June 29<sup>th</sup> – Resume Writing 101**

Mock Interviewing and One-on-One Resume Assistance Available Upon Request.

**Limited spacing on computer classes. Please see any staff  
member to sign up, call 931-766-1405, or e-mail  
Lawrenceburg.AJC@tn.gov**

**We are located at 702 Mahr Ave., Lawrenceburg TN 38464.  
Walk ins welcome!**