

Need job seeking assistance?

Anoka County Collaboration for Jobs



Rum River Library Workshops

Rum River Library

4201 6th Avenue NW, Anoka, MN

Job Search Assistance A weekly activity facilitated by a WorkForce Center Job Counselor who provides coaching tips on proven job search techniques, resume reviews, and help with interviewing skills. Stay on track with job goals with access to computers and the opportunity to connect with other job seekers.

No registration required. Every Wednesday, 1pm—4pm.

Open Computer Lab Access a computer lab specifically for job seekers. Lab attendant on hand to answer questions, provide computer instruction, review resumes and cover letters, offer resources and referrals and assist you in your job search. **No registration required. Every Monday, 12pm—3pm (unless workshop in progress), and varying weekdays. Ask librarian for a calendar.**

Navigating the Internet for Job Search Learn how to search for jobs, research companies, locate salary information, use Minnesota Works and other job banks, and locate key labor market information. Tips provided for completing on-line applications and using electronic resumes. This is a two part computer based workshop. **Registration required.**

Career Exploration Learn about a variety of self-assessment, labor market information, career, and education tools. Complete interest, values and skill assessments, research labor market information, and explore educational options to be able to make more informed and personally satisfying decisions about your next career steps. This is a two part computer based workshop. **Registration required.**

Computer Basics for Job Seekers **Registration required.**

Word 2010 Day One and Day Two:

Learn the basic features of Microsoft Word 2010 including Windows features, the ribbon, how to create, format and edit documents, use spell check, set margins, and save/delete a file/folder.

Excel 2010 Day One and Day Two:

Learn the basic features of Microsoft Excel 2010 spreadsheet application by creating and formatting a budget. Learn how to enter and edit data, move/copy data, create simple formulas, use autofill and create a chart.

To Register, call 763-783-4847 or register Online at
www.positivelyminnesota.com/anoka

www.anoka.lib.mn.us

