

Looking for a job?

Springboard to Success is a course for women that combines job search assistance with Microsoft Office 2016 computer training.

**Tuesdays, Wednesdays & Thursdays
9 a.m. to 12 p.m.**

JVS Human Services in Southfield

29699 Southfield Road
Southfield, MI 48076

Information Meeting:

9 to 11 a.m. Thursday, Sept. 5, 2019

Course:

Sept. 10 - Dec. 17, 2019

*Earn a Certificate
of Completion
in Microsoft
Office Suite 2016*

Learn how to:

- ◆ Identify viable job targets
- ◆ Create a strong resume
- ◆ Implement effective interview strategies
- ◆ Network on social media
- ◆ Use Word, Excel, PowerPoint & more

For more information and qualifications, contact Judy Richmond at 248.233.4232 or jrichmond@jvshumanservices.org

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