YOUR NEXT STEP
SC WORKS
WORKLINK

ATTEND WORKSHOPS
& PRACTICE COMPUTER SKILLS

Helpful Links for Improving Your Skills

WORKSHOPS
SC Works offers free workshops on a variety of topics to help job seekers find their next career.

Description of workshops

BASIC COMPUTERS - Join us for our introduction to computers workshop. Staff will guide you through the basic functions of a computer. This workshop is for first-time computer users.

USING SC WORKS ONLINE - Join us for our introduction to our featured job search portal: SC Works Online. Staff will teach workshop participants how to navigate our job portal to find immediate job openings.

BACKGROUND WIZARD - Did you notice when you registered with SC Works Online, you were asked if you wanted to complete a Background Wizard? Completing these extra fields may seem long and hard to fill out, but it will pay off in the end by having employers view your information when searching for candidates that match their job descriptions. You won't want to miss this workshop. Staff will assist you with posting a resume, filling out your interests and skills, and other details that may help an employer find you when searching for candidates to fill their open positions.

RESUMES/COVER LETTERS - Resumes are a popular way to apply for jobs. Bring yours by to have it proofread. If you don't have one, come to this workshop for guidance on how to make a resume that will appeal to an employer. We'll also give some tips on how to put together a nice cover letter to accompany your resume.

INTERVIEWING - Nervous about going to an interview? Prepare with us at our interviewing workshop. We discuss tips and tricks to make the day less stressful and what you should wear to impress the interviewers. We'll practice common questions and appropriate answers.

To view our calendar of workshops visit: https://dew.sc.gov/individuals/workshop-calendars (select WorkLink)

CALL (864) 643-0071 TODAY TO SIGN UP FOR A WORKSHOP SESSION!

FREE COMPUTER LESSONS/TUTORIALS
Brush up on your computer skills thru these websites.

- Intro to a Computer - http://www.gcflearnfree.org/computerbasics
- Microsoft Word/Excel/PowerPoint/Access – http://edu.gcfglobal.org/en/subjects/office/
- Email basics - www.worksc.org (click on "Learn Here")
- Typing Test - http://www.goodtyping.com/test.php

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