




# NOVEMBER JOB SEARCH & COMPUTER CLASSES

Mon	Tue	Wed	Thu	Fri
<b>Job Fair With a Focus!</b> Wednesday, November 7 10:00am - 12:00pm at MassHire Holyoke  <b>10:00am-11:00am reserved for Hurricane Evacuees</b> <b>11:00am-12:00pm open to the general public</b>  See our flyer listing participating employers on our Facebook Page or our website <a href="http://www.masshireholyokeye.org">www.masshireholyokeye.org</a>			Nov 1	Nov 2
5	6 <b>Resume Review</b> 5:00-6:30 (Yolanda)	7  <b>JOB FAIR</b>	8 <b>Intro to MS Word Part 1</b> 2:30 -4:30 (Tom)	9 <b>Como Encontrar Trabajo Por Internet</b> 10:00-12:00 (Hector)  <b>Learn Basic Computer Skills &amp; File Management</b> 10:30-12:00(Mark)  <b>Intro to MS Word Part 2</b> 2:30 -4:30 (Tom)
12 <b>Closed for Veterans Day</b>	13	14 <b>How to Write a Resume &amp; Cover Letter</b> 10:30-12:00 (Joanne)  <b>MS Word Refresher</b> 1:30 -4:00 (Tom)	15 <b>Resume Review</b> 1:30-3:00 (Frances)	16 <b>Intro to Excel en Espanol Parte 1</b> 10:00-12:00 (Hector)  <b>Online Job Search &amp; Applications</b> 9:30-11:00 (Tom)
19 <b>Resume Review</b> 9:30-11:00 (Tom)  <b>La Computadora Basica</b> 10:00 -12:00 (Norma)	20 <b>Interviewing Skills</b> 9:30-11:30(Bud)	21 <b>Excel Refresher</b> 1:30-4:30 (Tom)	22 <b>Closed for the Thanksgiving Holiday</b>	23 <b>Closed for the Thanksgiving Holiday</b>
26 <b>Intro to Excel Part 1</b> 9:00-12:00 (Tom)  <b>How to Write a Resume &amp; Cover Letter</b> 10:00 - 11:30 (Joanne)  <b>Learn Basic Computer Skills &amp; File Management</b> 1:30-3:00(Mark)	27 <b>Intro to Excel Part 2</b> 9:00-12:00 (Tom)  <b>Resume Review</b> 2:00-3:30 (Cindy )	28 <b>Career Exploration</b> 1:00-4:00 (Tom)	29	30 <b>Intro to Excel en Espanol Parte 2</b> 10:00-12:00 (Hector)  <b>Interviewing Skills</b> 1:30-3:30(Bud)