

Job-Seeker January

Join us for free computer classes to assist you in your job-search.

Human Services Center Mon Valley
519 Penn Avenue, Turtle Creek PA 15145



Resume Revamp

Monday, January 6
10:00 am - 12:00 pm

This workshop reviews basic formatting for resumes and various resume types. Learn how to use strong action words and keywords that will be suitable for Applicant Tracking Systems (ATS).



Cover Letters for Career Success

Monday, January 13
10:00 am - 12:00 pm

Learn the proper structure of a cover letter and best practices for communicating effectively with potential employers. Explore cover letter examples, practice writing cover letters, and receive customized guidance from the instructor.



Job Search with Indeed

Monday, January 27
10:00 am - 12:00 pm

Learn how to create an Indeed account and navigate the website to search and apply for jobs. Learn how to filter job searches to find a job that suits you. Additionally, receive guidance to create and upload your resume.

To sign up, email DigitalPGH@literacypittsburgh.org or call/text 412-983-2595.