

Hiram College

Free Workshops!

Times are tough all over – for many in our country that means the loss of a job, or the need to change career paths.

Hiram College is providing **free** workshops to help participants brush up on job skills and training.

When: Saturday, February 21 or Saturday, March 7
Morning session: 9 a.m. to 12 p.m.
Afternoon session: 1 p.m. to 4 p.m.

Where: Hiram College, corner of State Rts. 700 and 82

What you'll learn:

- Basic computer skills – Microsoft Word and Excel and using the Internet
- Resume and cover letter writing
- Job search techniques
- Interview tips

You do not need to attend both the morning and afternoon sessions – you can choose one or come to both.

There will be an hour break between the two sessions. Meals may be purchased at several area establishments, both on and off campus.

To sign up or get more information, please call the
Weekend College Office at **330.569.5453**
between 8:30 a.m. and 5 p.m. Monday through Friday,
email hwc@hiram.edu or go to
www.hiram.edu/communityworkshop



undergraduate and graduate degree programs

weekend