



Digital Job Search

Facilitator: _____, **tel:** _____

This module is delivered as a hands-on experience. Participants learn and apply the skills required to perform a successful job search using computers

Who should participate? Program participants are typically ready to work, but require assistance in preparing for a digital job search, learning how to use the computer as an effective job search tool

Duration: The module runs for one week from 9:00 am to 12:00 pm, Monday to Friday at Opportunities for Employment Inc., 3rd Floor – 294 Portage Avenue, Winnipeg, Manitoba.

Participants in this module will achieve competency in the following areas:

- Using Windows and Microsoft Word for job search purposes
- Finding and saving files
- Emailing resumes to employers
- Using Job search engines online
- Filling out online applications
- Marketing themselves on the internet

Program Outcomes:

- Effective online job search techniques
- Ability to use online job search sources productively
- Enhanced knowledge of online application forms
- Basic understanding of resume and cover letter editing

Program Requirements:

- Resume on OFE student drive
- Actively looking for employment
- Able to attend classes daily
- Basic computer skills (able to use a mouse)
- Have an email address