

# TOMAH JOB CENTER

## December 2017

120 East Milwaukee Street  
608 374 7740  
Monday thru Friday  
8:00 am – 4:30 pm

Monday	Tuesday	Wednesday	Thursday	Friday
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4 For information on the National Career Readiness Certificate Call Your Local Job Center OR The Job Service Call Center 888 258 9966	5 <b>Resume</b> 9:00 am – 10:00 am <b>Do's and Don'ts of Applications</b> 10:30am-11:30am	6 <b>Vern Tranberg</b> Veterans' Employment Representative 1:00 pm – 4:00 pm	7	8
11	12 <b>Interviewing</b> 2:30pm-3:30pm	13 <b>Vern Tranberg</b> Veterans' Employment Representative 1:00 pm – 4:00 pm	14 <b>Meet with Career Counselor for Assessments and/or Career Development</b> 9:00 am 10:00 am or 11:00 am	15
18	19 <b>Basic Computer Skills Course</b> 9:00am-11:00am <b>Networking</b> 2:00pm-3:00pm	20 <b>Vern Tranberg</b> Veterans' Employment Representative 1:00 pm – 4:00 pm	21	22
25 <b><u>JOB CENTER CLOSED</u></b> 	26 <b><u>JOB CENTER CLOSED</u></b> 	27 <b>Vern Tranberg</b> Veterans' Employment Representative 1:00 pm – 4:00 pm	28	



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Please register in person at the Tomah Job Center Front Desk or call 608.374.7740  
[http://www.wisconsinjobcenter.org/directory/tomah\\_workshops.pdf](http://www.wisconsinjobcenter.org/directory/tomah_workshops.pdf)

## Events Subject to Change Without Notice

**Basic Computer Skills Course (aka BITS)** Presented by Terry Shreve. Essential computer skills: use a mouse and keyboard, create documents, manage files, use the Internet, and explore social media. Designed as instructor led introduction to BITS and guided instruction to get started in BITS.

**Meet with Career Counselor for assessments and/or career development:** Presented by Myron Daubert to explore and discuss career paths and training possibilities.

**Resume Writing:** Presented by Terry Shreve. For those with little or no resume writing experience. Learn the importance of resumes. Understand the parts that make up the resume. Distinguish and choose appropriate resume type for you and begin to develop a resume.

**Veterans' Employment Representative:** Presented by Vern Tranberg. This is a time when you can meet individually with a Veteran representative and discuss job search possibilities.

**Interviewing for a Job:** Presented by Terry Shreve. Learn the basics of effective interviewing for employment. Discover the importance of preparing for the interview, providing a descriptive and appealing representation of what you have to offer, and the appropriate follow up to the interview.

### **Online Workshops!**

Log on to [jobcenterofwisconsin.com](http://jobcenterofwisconsin.com)—click “Online Workshops” from the blue bar on the top of the page—select your topic!

**Topics include: Networking, Job Searching Technology, Resume and Job Application, Interviewing, & Your Workplace Skills**

The Western Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternative format, or need it translated to another language, please contact Julie Mitchell, 608-789-4584, [mitchellj@westernwdb.org](mailto:mitchellj@westernwdb.org) or Wisconsin Relay 711.