

# Looking for a job?

Springboard to Success is a 12-week course for women that combines job search assistance with Microsoft Office 2010 computer training.

**Tuesdays, Wednesdays & Thursdays  
9 a.m. to 12 p.m.**

**JVS Human Services in Southfield**

29699 Southfield Road  
Southfield, MI 48076

**Information meeting**

**9 to 11 a.m., Thursday, January 10**

**Course begins**

**Tuesday, January 15**

*Earn a Certificate  
of Completion  
in Microsoft  
Office Suite 2010*

## Learn how to:

- ◆ Identify viable job targets
- ◆ Create a strong resume
- ◆ Implement effective interview strategies
- ◆ Network on social media
- ◆ Use Word, Excel, PowerPoint & more

For more information and qualifications, contact Judy Richmond at 248.233.4232 or [jrichmond@jvshumanservices.org](mailto:jrichmond@jvshumanservices.org)

