IT for Work

*"75% of employers in Middlesbrough seek candidates with IT skills and 1 in 4 **only** advertise jobs online."*

The Hope Foundation has designed an **IT for Work** course for people who would like to seek work online...
By the end of the course you will be able to:

Create and alter documents

- Update your CV
- Create covering letters and emails

Use Universal Jobsmatch

- Upload your CV
- Create covering letter templates
- Apply for jobs

Create and send emails

- Send and reply to emails
- Use the address book
- Use attachments

Use the Internet

- Using search engines to find work
- Searching for and downloading information

and have gained OCR Functional Skills IT Entry Levels 2 and 3

2 days a week for 7 weeks

Courses start:
- 16th October
- 29th October 2014

And more coming in 2015

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Free for learners on WRAG benefits