



QUESTIONS?

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BUILD YOUR COMPUTER SKILLS & ONLINE JOB SEARCH SKILLS WITH REFRESHER CLASSES

OVERCOME THE MAJOR DIFFICULTIES JOB-SEEKERS FACE

- Lack of current computer skills
- Lack of understanding/knowledge of current job search process

ENROLL NOW FOR A VIRTUAL LIVE-ZOOM CLASS IN THE FOLLOWING:

- Microsoft Excel*, Word* & PowerPoint*
- Resume Optimization for Applicant Tracking Systems (ATS)
- Create a Professional LinkedIn Social Media Profile

*** BASIC KNOWLEDGE OF MICROSOFT OFFICE REQUIRED!**
ABLE is an authorized Northstar Digital Literacy Assessment Site.

Upcoming Class Start Dates:
MICROSOFT WORD 4/10/23
MICROSOFT EXCEL 5/22/23

Don't Delay! Learn More!

Attend a FREE INFORMATION SESSION to learn more. Register at www.operationable.net

**Available to Boston Residents
& Most SNAP Recipients**

OPERATION ABLE

ACreating
THE PATH TO EMPLOYMENT



REFRESHER CLASSES



Operation ABLE is located at: 98 North Washington St., Suite 200, Boston MA

There are several funding options available. Inquire with ABLE staff. Eligibility requirements apply.