

Worksource Bend - Workshop Schedule

April 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Word 1 8:45 - 11:45	Resumes/Cover Letters 9-11	Word 2 8:45 - 11:45		Word 3 8:45 - 11:45
Scholarship/Training Orientation 1-2	Open Lab		Open Lab	
1	2	3	4	5
	Interviewing Preparation 9-11 Writing Resumes in Word 9-11			
Open Lab	Open Lab	Open Lab	Open Lab	Open Lab
8	9	10	11	12
Excel 1 8:45 - 11:45	Resumes/Cover Letters 9-11	Excel 2 8:45 - 11:45		Excel 3 8:45 - 11:45
Scholarship/Training Orientation 1-2	Open Lab		Open Lab	
15	16	17	18	19
	Interviewing Preparation 9-11			
Scholarship/Training Orientation 1-2	LinkedIn Profiles 9-11	Open Lab	Open Lab	Open Lab
22	23	24	25	26
Keyboarding 9- 11	Resumes/Cover Letters 9-11			
Scholarship/Training Orientation 1-2	Open Lab			
29	30			

Worksource Bend
1645 Forbes Road
Bend, Oregon
541.388.6070
www.coic2.org



Computer Classes are Free!
CLASS SIZE IS LIMITED TO 15 SEATS- Register Online!

If you need Accommodations and/or materials in Alternate Format please give a five day notice



Register online at
www.imatchskills.org
Log in and under resources
click on: www.inatchskills.org

Writing Resumes

In Word 2 - 4

LinkedIn Profiles 2 - 4