

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
9:00 a.m. to 12:00 p.m.
JVS in Southfield**

29699 Southfield Road
Southfield, MI 48076

**Course begins
Tuesday, January 9**

*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@jvsdet.org

