

Jackson Service Center

209 E. Washington Ave. Suite 100
Jackson, MI 49201
517-841-5627



February 2019

Monday	Tuesday	Wednesday	Thursday	Friday
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				1 TABE Testing 9 – 12:30 pm
4 TABE Testing 1 – 4:30 pm	5 Desk Time 8 – 11:30 am <hr/> Interview To Impress 1 – 4:30 pm	6 WORD that Works! 9 – 11:30 am <hr/> Resume Strategies 1 – 4:30 pm	7 Excel Basics 9 – 12:00 pm <hr/> Internet Job Search 1 – 4:30 pm	8 TABE Testing 9 – 12:30 pm
11 TABE Testing 1 – 4:30 pm	12 Desk Time 8 – 11:30 am <hr/> Employability Skills 1 – 4 pm	13 Resume Strategies 1 – 4:30 pm	14 Job Apps. Cover Letters & References 1 – 4:30 pm	15 TABE Testing 9 – 12:30 pm
18 Service Center Closed	19 TABE Testing 1 – 4:30 pm	20 Desk Time 8 – 11:30 am <hr/> Interview To Impress 1 – 4:30 pm	21 Resume Strategies 9 – 12 pm <hr/> Internet Job Search 1 – 4:30 pm	22 TABE Testing 9 – 12:30 pm
25 TABE Testing 1 – 4:30 pm	26 Desk Time 8 – 11:30 am <hr/> Employability Skills 1 – 4 pm	27 Interview to Impress 9 – 12 pm <hr/> Resume Strategies 1 – 4:30 pm	28 Job Apps. Cover Letters & References 1 – 4:30 pm	

Visit www.mwse.org to reserve your spot

All workshops are free of charge | All items are subject to change