

Email Essentials – *In Person!*

Do you email employers and never get a response?

Do you avoid applying for jobs by email?

This is a 3-hour, in person, hands on workshop.

You will learn:

- The importance of effective email addresses
- Composing an effective email
- Various file formats for résumés and cover letters
- How to attach a file to an email



To register contact your local AJC office or sign up online

CThires.com

Danielson AJC – 860-774-4077

Montville – 860-848-5240

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