



Do you need to learn how to upload your resume online?

Do you need help to get your jobsearch online?
Need assistance writing a letter of application?
Are you able to upload your letter of application
and resume?



Preparing for Employment Online

A program that gets the jobseeker online
Government Funding is Available for Australian Residents

2 days a week – 9:30 pm – 3:30pm

Cost: \$70.00 (funding eligible) \$675 (full fee)

The group aims to:

- Provide a supportive environment to a range of employment opportunities.
- Explore different types of jobs and what skills are required
- Employer and employee expectations
- Preparation of a Resume and example Letter of Application
- Uploading Resumes and Letters of Applications online
- Getting dressed for success
- Prepare for and practise your interview skills
- Places to find job leads including online
- Prepare a list of possible job leads

Enquiries & Enrolment (essential):

Ring – 9792 5298

Where:

**Dandenong Neighbourhood House
34 King Street, Dandenong 3175**