

# Career Skills Workshop



This workshop is free of charge and is offered monthly to individuals on Rhode Island Workers' Compensation. It consists of the following:

- Four weeks of basic computer instruction, including Microsoft Word and Microsoft Excel
- Instruction on how to conduct a job search
- Interview Techniques
- Soft skills instruction
- Résumé and cover letter preparation

**To sign up, please call 243-1270.**

Dr. John E. Donley Rehabilitation Center

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