



## Monthly Digest: September 2020

*CareerSource Pasco Hernando News, Events and Highlights*

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### In the News



#### **"I am Forever Grateful." Lystra Enile's Success Story**

My name is Lystra Enile, I relocated to Brooksville, Florida October 2019. I was very new to everything in the area, also very shy. My daughter mentioned to look at Career Programs, it was called Career Link in Pennsylvania. I just googled the closest name to the Pennsylvania name, and God directed me to CareerSource Pasco Hernando in Brooksville. I was extremely nervous going into the Brooksville Office for the first time, I remember sitting in the car for awhile and prayed and then I went in. The Receptionist was very pleasant and helpful, and I started from there. I was informed of the workshops they offered.

I was in the market of looking for a new job, and building up my confidence. Having a Data Processor background, while looking for jobs, I realized a lot of companies

were asking for Microsoft Office applications experience. I signed up for workshops at the other CareerSource Pasco Hernando locations in New Port Richey, Dade City, at the Brooksville Office when it was there. I successfully completed the workshops in Excel, Word and others they offered. I realized I still needed more training in the Microsoft Office Applications than just a couple of hours. I met one of the instructors at the workshop and we talked. I did not have the finance to take a full class, and the instructor informed me about the WIOA program, that I may qualify for. I spoke with Glenn at the Brooksville Office and he was extremely helpful and lead me to Ms. Cynthia. Glenn and Ms. Cynthia have been a blessing. I did all the necessary paperwork, and I did receive the scholarship from WIOA to attend Access Computer Training in Lutz, Florida.

I successfully completed the course with a Proficient Diploma in Business Applications-Microsoft Office. I realize in looking for a job in my field everyone needed you to be familiar with Microsoft Office Application and some of the software I knew, but needed to brush up on and add the new software to my knowledge. I am incredibly grateful to have received a Scholarship from WIOA CareerSource Pasco Hernando to attend Access Computer Training. The instructor at Access Computer Training has helped me build my confidence, and prepared me in finding a job in my field. I was able to get a Full-time job as a Data Entry Operator at the Hernando County School District. As time goes on, I would love to go back to school and further my education.

I am forever grateful for the WIOA Scholarship, without the Scholarship I would not have been able to get the knowledge in Microsoft Office Applications, which allowed me to find a job in my field and build more confidence in myself. Thank you, Ms. Cynthia, Mr. Glenn and the team at CareerSource Pasco Hernando (Brooksville Office). I am forever grateful.

Sincerely,  
Lystra Enile

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## Upcoming Events

### Google

Friday, October 23, 2020  
9:00am - 11:00am

Google Apps are a commonly used and FREE option to Microsoft Office. In this class, we will talk about Google Chrome, Google Mail and Google Calendar.



We will also show you a brief overview of Google Drive, Docs, Sheets & Slides as well as resume templates using Google Docs. Come with your Google email address and password to get into your Google account.

If you do not have that information, you can still follow along. If you want to know more ways to “Google It”, this class is for you! If you have your own laptop with MS Office 2016 or 2019 and Windows 10, you are welcome to bring it fully charged.

[For More Information about](#)  
[Google Workshop Click Here!](#)

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## Service Spotlight



*Employers - Let Us Help You!*

Looking for that special talent for a new position?

Look no further, our Talent Marketplace is designed to help you find and recruit the right talent.

[For More Information about Internship Opportunities Click Here!](#)

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## Blog Highlight



### **JOB SEARCHING IN THE DIGITAL AGE IS STILL PERSONAL**

#### ***DON'T SEND YOUR RESUME INTO THE ABYSS***

Applying for jobs has changed dramatically in the digital age. Now, with the help of online job sites, candidates can submit resumes and apply for dozens of positions in a single day, but quantity often doesn't equal success.

Some applicants apply for hundreds of jobs with no response, essentially sending their resumes into a black hole. If that's where you are, it's time to change your approach.

These job-searching tips, paired with the resources we offer to career seekers, will help you use digital tools to find a job you love.

- **Include keywords in your resume and application**
- **Maximize your social media presence**
- **Personal contact still matters**
- **Follow-up is key**

At **CareerSource Pasco Hernando**, we can help you develop your resume and practice interviewing techniques. We also offer assessments to identify careers that match your talents and skills, along with internships and on-the-job training programs.

*Please contact us today and let us know how we can assist in your job search.*

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