

August 2017 Newsletter

We hope you are enjoying the last days of summer. As the weather starts cooling off and summer schedules come to an end we want to congratulate everyone on the success they have had earning certifications. With over 150 certifications earned this summer and it's apparent that our students are committed to improving their employability every day.

This month we are excited to tell you all about our new student tracking system, which will streamline our processes and make us even more efficient. We also have a message from our Job Ready team about writing a cover letter, and some exam tips from one of our Student Services Representatives who recently earned the Word 2016 certification. As always we want to congratulate all of you who earned certifications over the last thirty (30) days.

New Student Information System

As we have worked to provide new and better resources for our students, we are excited to announce that we have updated the tracking system we use to track student progress. Our new Student Information System (SIS) has been nearly a year in the making. We have consolidated several software programs into a single database and we have plans for it to expand to encompass the whole student interface and experience. The SIS will also allow us to track program information and see what aspects of our programs are working and what needs to be adjusted or changed.

We've also incorporated our Job Ready services into the SIS and have built in our employer database and all their associated opportunities for employment. This allows our students with greater access to employment opportunities and allows us to communicate those opportunities much more quickly to students and counselors.

We are going to continue to make updates that will streamline our processes across the board. As we do this we will make sure to keep you up-to-date and share our progress. This is a step in the right direction as we continue to offer the best programs which result in career positions for our students. Improving Employability every day, it's what we do.

Certification Tips: Word 2016 Exam Tips with Beau

I had a goal for this year to earn the Word 2016 certification by June of this year. I am a few months late of my goal but I am happy

[Student Resource Center](#)

[Student Forum](#)

[Career Services Center](#)

[Facebook Forum](#)

Certification Corner

- Frank H. TX Word 2016
- Eric B. WA Excel 2016
- John R. TX A+ 902
- Tony H. TX PowerPoint 2016
- Thomas R. IL Security+
- Ronald H. TX PowerPoint 2016
- Lance R. MT PowerPoint 2016
- Michael T. ID A+ 901
- Ricky P. NC A+ 902
- Alfredo G. TX PowerPoint 2016
- Ronnie R. KS WS 70-412
- Timothy P. GA PowerPoint 2016
- Lance R. MT Outlook 2016
- CJ S. PA A+ 902
- John H. OH Excel 2016
- Cristian M. UT Word 2016
- Eric P. TX A+ 901
- Thomas S. WA Security+

to report that I passed the Word exam yesterday (8/24/2017)! I wanted to share some tips from my experience in hopes that I have some info that will help someone along in earning their Word certification.

1. Be Patient With Yourself and Your Progress - If you could see my reports you would see lots of failed post tests, and GMetrix training/tests. My best advice is to "Keep on keeping on". Once I finished the OnlineExpert videos, I found that the training simulations in GMetrix to be the most helpful. They really helped me learn how to execute the tasks that I don't normally use.

2. Set Goals - It helped me to set goals of what I wanted to study or which simulations I wanted to complete. It really helped me to set a goal for the exam date. Once I did that I really dug in and was able to plan out my studies. For our students I would recommend sticking 100% to your schedule and use that to drive your urgency to complete the certification.

3. Be Aware of the Time Limit - You are allowed 50 minutes to complete the exam. I cut it close and finished with 2 minutes left. I spent more time than I should have on questions I didn't know how to complete. If there is a question you don't know how to complete, mark it for review and go back, or skip it altogether. Its not worth blowing your exam to guess at something you don't know.

4. Pay Attention to the Questions - You will find that generally the questions will tell you how to complete the task and will generally lead you to one of the tabs (Home, Insert, Layout, etc.).

- Jon C. MA Word 2016
- Robert S. TX Network+
- Ryan D. KS Security+
- Jeremy P. MT Security+
- James M. SD Animate CC
- Lance R. MT Excel 2016
- Jamie P. MT A+ 902
- Jeffrey G. TX A+ 901
- Anthony M. TX Sec+
- Cody C. MI Security+
- Cory O. MI CDFE
- Margo S. HI A+ 902
- Chris Z. MI Security+
- Paul H. TX Outlook 2016
- Robert Jones TX Excel 2016
- Brett B. TX Netork+
- Chad W. MI WS 70-410
- Michael T. MI A+901
- Sabrina H. SC Excel 2016
- Alfredo G. TX Outlook 2016
- Andrew K. OH Word/PowerPoint 2013
- Bradly P. OH Security +
- Eric B. PA CCENT
- Gregg C. MI A+ 902
- James R. OH Network +
- LaToshia J. TX Word/Outlook 2016
- Raymond L. WA A+ 901
- Russell M. ND Word 2013
- Leticia M. TX PowerPoint 2016
- Shawn S. OH Outlook 2016
- Alisha Y. FL Access 2016
- Spencer C. FL InDesign CC
- Jon C. MA Outlook 2016
- Jon B. TX Excel 2016
- Brandon W. SD A+ 902
- Chuck R. KS ICND1
- Michael T. ID A+ 902

Job Ready Tips: Cover Letter

Cover letters help an applicant introduce themselves and argue why they are right for the job. Additionally, they help grab the reader's attention and can amplify the resume. Use the tips below to construct your cover letter.

Purpose

Cover letters are written to apply for a specific job. It is important that these letters be accurate and distinctive in order to favorably position you against other candidates.

Write to Someone, Not a Department

Writing a letter to a person rather than a department, your chances of getting an interview are much better. If you don't know the name of the HR manager do some research.

Get Attention and Develop Interest

In the first paragraph of your cover letter, concisely state how you meet and exceed the requirements the employer is looking for.

Don't Repeat Your Resume

Don't copy and paste big chunks of your resume and "dump" them in your cover letter. Instead take some key points and rewrite them using different words and phrases.

Use Keywords

A keyword could be specific desired skills or traits that were indicated in the job posting. Your goal is to write a keyword-rich cover letter.

Ask for an Interview

The reason you wrote a cover letter and included it with your resume was so you could get an interview.

Ask for it in your letter!

*Source: Optimal Resume

LearnKey Tutoring Sessions

We want to make sure everyone has access to all of our tutoring session information. We highly recommend that all of our students attend the sessions that correspond with the certification they are working on. See info below for all available sessions.

Microsoft Monday

Every Monday at 11:00 am (MST)

Tutor: Grace Rollins

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/401814461>

You can also dial in using your phone: US: 1.872.240.3212 | Access Code: 401-814-461

Tutor Tuesday/Thursday

Every Tuesday @ 11:00 am (MST) & Thursday @ 4:00 pm (MST)

Tutor: Tristan Roberts

Please join my meeting, by clicking this link:

<https://global.gotomeeting.com/join/728689101>

Job Ready Tuesday

Third Tuesday of each month @ 11:00 am (MST)

Tutor: Tristan Roberts for first half

Tutor: Beth Ciaramello for last half

Please join my meeting, by clicking this link:

<https://global.gotomeeting.com/join/728689101>

Cisco Tutoring

Ask your SSR for current tutoring schedule

Tutor: Jason Manibog

[Join this Skype Tutoring session](#)

Network+ Workshop

2nd and 4th Friday of every month @ 11:00 am (MST)

Tutor: Tristan Roberts

Please join my meeting, by clicking this link:

<https://global.gotomeeting.com/join/728689101>

LK TUTORING SURVEY

Please join me in congratulating all those who obtained certifications this month and send best wishes to those who are preparing to take an exam in the upcoming month. Don't forget to take advantage of our [weekly tutoring sessions](#) or [practice labs](#).

Our team is here to help you succeed. Please don't hesitate to contact us.

Kind regards,
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