



October 2017 Newsletter

This month we are excited to feature the second installment of our Mastering the Job Interview series and some best practices for using social media. Also in this edition, we want to draw your attention to our tutoring schedule and list of additional study resources. As always we, want to congratulate all of you who earned certifications over the last 30 days.

Social Media Smarts

Take a minute to think about the last thing you posted on social media. Now take a minute and think if you would be comfortable with your boss, grandma, or stranger seeing what you post on your profile. Even if your profile is set to private, the information you share can still be access and distributed throughout the web, making it visible to the most unexpected people. It is important to be mindful of your digital footprint and to be vigilant in making sure you are portraying yourself in a positive light, especially if you are applying for jobs.

Please review the tips below and be mindful of what you post.

- **Scrub all of your social media sites of anything that doesn't shine a positive light on you as a potential employee.**
- **Google yourself. This will provide you with a pretty complete picture of what your digital footprint looks like. You may see links to your social media accounts, newspaper mentions, or awards you received. If you see pictures from a Vegas trip you took five years ago that a friend tagged you in, you may have some scrubbing to do.**
- **Consider deleting any posts bashing political figures or other socially or politically charged situations. Expressing your opinion is important, but you just need to make sure it is expressed respectfully in a way that a potential employer who believes differently from you won't be turned off by your language or delivery.**
- **Don't assume your posts stay private. Pictures or comments can be copied and reposted anywhere by anyone. It is a good rule of practice not to post anything that you don't want everyone to be able to see.**

[Student Resource Center](#)

[Student Forum](#)

[Career Services Center](#)

[Facebook Forum](#)

Certification Corner

- James M. SD Premier Pro CC
- Jeremy K. MI Word 2016
- Rick W. MI Word 2016
- Cristian M. UT PowerPoint 2016
- Carlos G. TX Word 2016
- Eric P. TX A+ 902
- Mark H. OH Word 2016
- Sean W. UT PremierePro CC
- Joe K. WA PowerPoint 2016
- John H. OH A+ 902
- Robert S. TX Security+
- Barney J. TX Word 2016
- Ryan S. TX A+ 902
- Drew L. MT PowerPoint 2016
- Catherine C. OH Word 2016
- Jeremy K. MI PowerPoint 2016
- Chris E. ID Windows Server 70-411
- Michael T. MI A+902
- Stacy O. TX Word 2016
- Michael B. WA Word 2016
- Anthony R. KY Word 2016
- Joshua M. ND A+902
- Kenneth C. WA A+901
- Al T. Canada Word 2016
- Bret M. UT ICND1 100-105
- Anthony R. KY Outlook 2016
- Michael C. TX A+901

Mastering the Job Interview: Create an Elevator

Speech

While not necessarily essential in a formal job interview, it is always a great idea to have an elevator speech memorized. What is an elevator speech? It is a 20-30 second prepared speech that briefly sums up your key strengths, abilities, experience, and notable accomplishments. These can be beneficial in networking events, an informal meeting with a potential employer, or when answering the "tell me about yourself" question in a job interview. When crafting your elevator speech, keep in mind that 75 words equal 30 seconds of speaking.

Additional Student Resources

Our top priority is to make sure that you are prepared to take your certification exams.

- [Student Resource Center](#) – The gateway for information regarding the additional resources we offer, including: student forum, Facebook forum, practice labs, and monthly newsletter.
- [Student Forums](#) – The forums will provide you with a space to share with other students your exam experiences, suggestions, as well as additional study tips and resources. If you have not registered for the forum **sign up now!**
- [Facebook Student Forum](#) – The purpose of this group is to provide a community for all our students to use for their benefit. This is strictly a place to share resources, exam tips, hints, and best practices, as well as network with fellow students.
- **Student Services Representative** – Last but not least. Our job is to make sure you earn your certifications. We will make sure you have all of the resources you need to succeed. Never hesitate to call or email if you need anything. .

- Sean W. UT Illustrator CC
- Matthew L. UT Word 2016
- Jeffrey K. CA Word 2016
- David O. OH Word 2016
- Rick W. MI PowerPoint 2016
- Bradly P. OH CCENT
- Darryl E. OH Animate CC
- Gregg C. MI Network +
- John K. PA A+ 902
- Laurie B. MI PowerPoint 2016
- Laurie B. MI Excel 2016
- Laurie B. MI Outlook 2016
- Michael C. MI A+ 901
- Rod G. TX IC3 GS5
- Ryan V. HI A+ 901
- Drew L. MT Excel 2016
- Richard S. TX Word 2016
- Randy G. MN CSWAE
- Garin S. OK Network+
- George N. WA Network+
- Paul H. TX Excel 2016
- John V. TX Excel 2016

LearnKey Tutoring Sessions

We want to make sure everyone has access to 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 a.m. (MST)

Tutor: Grace Rollins

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

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

Tutor Tuesday/Thursday

Every Tuesday at 11:00 a.m. (MST) & Thursday at 4:00 p.m. (MST)

Tutor: Tristan Roberts

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

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

Job Ready Tuesday

Third Tuesday of each month at 11:00 a.m. (MST)

Tutor: Tristan Roberts for first half

Tutor: Beth Ciaramello for last half

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

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

Wednesday Open Session

First and third Wednesday of each month at 6 p.m. (MST)

Tutor: Jason Manibog

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

[Join this Skype Tutoring session](#)

Network+ Workshop

Second and fourth Friday of every month at 11:00 a.m. (MST)

Tutor: Tristan Roberts

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

<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,

Jeff Coruccini

CEO, LearnKey, Inc.

LearnKey Veteran Services

35 N Main Street | St. George, Utah 84770

1.866.306.7241

Email: lkvs@learnkey.com

©2017 LearnKey



