



## January 2018 Newsletter

Hello 2018! The great thing about starting a new year is that it signifies a fresh start. Our team has set goals this year that will strengthen our team, our resources, and our students. I want to encourage all of you to set goals for your education and work toward meeting those goals over the next year. In this month's edition we are excited to present our new Job Ready Resources website, share exciting news about our Job Ready Manager, and include the last entry from the Mastering the Job Interview series. As always, we want to congratulate all of you who earned certifications over the last 30 days.

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### New Job Ready Resource Center

The Job Ready Team's New Year's resolution was to update our old Career Services Center website by giving it a digital face lift. With a new look and feel it will be easier to access the many resources available on the site. The site now features 3 main pages.

- 1. Job Ready Team:** This page features our mission statement and introduces you to the team.
- 2. Job Ready Resources:** This page is the main source for finding info on job ready assistance, resumes, interviewing, and job searching.
- 3. Employers:** This page is for potential employers to request information about our program and how they can gain access to our fantastic graduates.

Please take a minute to look at the new site and let us know what you think! [CLICK HERE](#) to visit.

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### Job Ready Gypsy: Improving Employability Globally

This week Beth Ciaramello, LearnKey's Job Ready Manager, will be adding a new job title to her business card as LearnKey's first Job Ready Gypsy! Earlier this year Beth started the approval process and made the necessary arrangements with LearnKey to spend the next year working remotely and internationally from a different city each month.

As Beth starts her adventure this week in Kuala Lumpur, Malaysia, we can look forward to monthly reports on what it's like working in a different country and culture. Beth will also be sharing local business customs and practices. Additionally, she will be networking and meeting new employers to hire our students who complete their entire program.

[Student Resource Center](#)

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[Student Forum](#)

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[Job Ready Resource Center](#)

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[Facebook Forum](#)

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### Certification Corner

- David B. TX Word 2016
- Leticia M TX Outlook 2016
- Kemonry H. OH Word 2016
- Lance R. MT A+ 902
- Giovanni M. TX PowerPoint 2016
- Kenneth A. KY A+ 901
- Rick W. MI Excel 2016
- Jared M. ID Word 2016
- Owen M. OR A+ 901
- David O. OH Outlook 2016
- Bradly P. OH CCNA
- James R. OH CCENT
- Jon H. TX Network +
- Jon H. OH PowerPoint 2016
- Nia T. OH Photoshop CC
- Dee P. NY Windows (70-410)
- Ryan O. CA PowerPoint 2016
- Sandra D. TX Word 2016
- Robert R. TX Word 2016
- Mitch S. OH A+ 901
- Al T. Canada PowerPoint 2016
- Stacy O. TX Outlook 2016
- Sheldon M. UT MTA-Intro to Programming

During this time Beth will continue to provide job interview coaching, job search help, and all of the other things she was doing to help our students find employment. She will be available during standard US business hours. We are excited to support Beth in this adventure and look forward to hearing about her experiences in Kuala Lumpur! Bon Voyage!

- Chris R. CO A+ 901  
- Anthony R. KY A+ 901

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### **Mastering the Job Interview: Review Your Online Presence**

Many employers will review the social media profiles of prospective employees to get an idea of who they are. Make sure that your profile pictures and interactions reflect the type of employee that they would be interested in. Another good idea would be to search your name using a search engine. That way no surprises come up during a job interview.

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### **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 your exam experiences, suggestions, as well as additional study tips and resources with other students. 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.

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### **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](#)**

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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](mailto:lkvs@learnkey.com)

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