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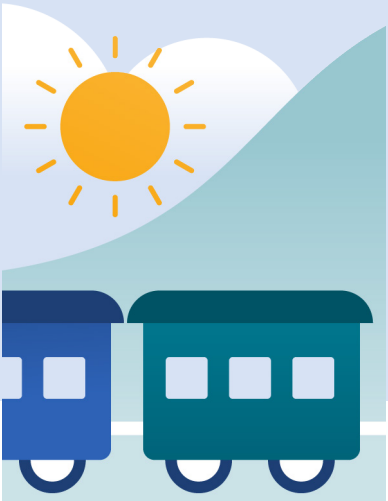
Life and Professional Skills



Gain a professional edge with comprehensive resources for job hunting, essential life skills and expert computer and software tutorials.

- **tests**
- **tutorials**
- **e-books**
- **articles**
- **microlessons**
- **flashcards**

Featuring key resources for:

Job hunters

- Resume and cover letter tips
- Interview advice
- Negotiation and networking skills
- WorkKeys® assessment preparation

Skill seekers

- Interactive keyboarding tutorial
- Writing and public speaking resources

Software novices

- Computer and internet basics
- Microsoft and Adobe software tutorials

Find them on LearningExpress through your library's website!

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