



# ReCOM

Bridging the gap in the IT community

## Access IT For Job Seekers

Is being unable to use a computer preventing you from finding work?

We can help you learn to:

- Set up an email account
- Send and receive emails
- Register for Universal Jobmatch
- Download application forms
- Complete online application forms
- Produce and upload CVs
- Use Internet search
- Write a letter in Word
- Use spreadsheets

For information please contact:

**0121 663 0335**

[www.recom.org.uk](http://www.recom.org.uk)



ReCOM is offering **FREE** workshops at Solihull Central Library

- Monday 10.30 am - 1.30 pm
- Friday 10.30 am - 1.30 pm

To offer you "One to One" help and support in learning to use a computer.