

Expand your skills and learn how to take full advantage of the library's expansive computer lab and amazing online resources with our new classes!



## REGISTRATION REQUIREMENTS

We encourage you to take the **Basic Computer Skills** class before signing up for this course, as the concepts covered in this class are designed to build upon the information taught in the Basic Computer Skills class.



In order to attend class, you must register for class ahead of time. You can do this by speaking to a Computer Lab Attendant in person, or by calling the computer lab on the phone at **(409) 763 - 8854 ext. 130**

## ROSENBERG LIBRARY COMPUTER LAB Located on the 3rd Floor

- 45+ Dell PC workstations
- High speed internet access
- Wireless internet for personal devices
- Low cost printing
  - Black & White - 10¢ per page
  - Color - 50¢ per page
- Graphic workstations for special projects
  - Scanner - flatbed and duplex
  - Adobe Creative Suite
  - 3D design programs
- Dual patron computers
  - Offset from main lab area
  - For parents with small children
- Laptop stations
  - For patrons who need additional space
  - Monitors & connections are available for a dual-screen experience
- Study stations
  - Touch screen monitor
  - Extra workspace for books or materials
- Library Document Station
  - Scan all types of documents
  - Fax, email, or upload scans to the cloud

## HOURS OF OPERATION

Monday - Thursday  
9:30 am to 8:45 pm

Friday - Saturday  
9:30 am to 5:45 pm

Use of lab equipment is subject to [Computer Use Policy](#)  
See [www.rosenberg-library.org](http://www.rosenberg-library.org) for details.



### **Rosenberg Library**

2310 Sealy Street  
Galveston, TX 77550

(409) 763 - 8854

[www.rosenberg-library.org](http://www.rosenberg-library.org)



*Rosenberg Library*

*Presents*

# RESUMÉ BUILDING

A **FREE** course for those who are not familiar with Microsoft Word, making professional resumés, or are struggling with applying for jobs, and are interested in expanding their computer skills.

## PLEASE NOTE

This is a **three day course** that takes place in a single week.

Each day focusing on a different learning objective that builds on the knowledge from the previous day, making it crucial to attend all classes.

## COURSE DESCRIPTION

During this three day class, you will gain the knowledge needed for creating word documents and building resumés. This course will cover basic controls in Microsoft Word, how to change the appearance and settings of a document, the importance of a professional resumé, and what it should include.

## DAY TO DAY BREAKDOWN

### **Day One: Basics of Microsoft Word**

- Introduction to Microsoft Word
- How to open a new document
- Changing the text formatting
  - Navigating the control panels
  - Moving text around a document
  - Personalizing the style of text
  - Changing the font
  - Making words bigger or smaller
  - Changing the alignment
  - Modifying line spacing
- Basic tools needed to build resume
  - Build a resume from a template
  - Starting a professional resume

### **Day Two: Resumé Preparation**

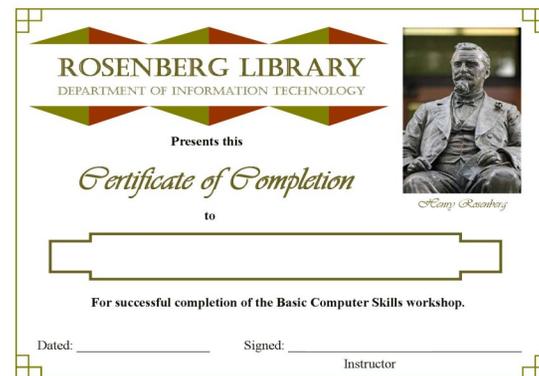
- The importance of having a professional resumé
- What should be on your resumé
  - Name & contact information
  - Job history
  - Education & additional skills
- How to tailor your resumé
  - Resumé keywords
  - How to use keywords correctly
- How to upload documents for online job applications

### **Day Three: Applying for Jobs**

- How to start a job search
- Helpful links on the library's website for finding job openings

## CERTIFICATE UPON COMPLETION

All students who successfully complete the three day course receive a certificate of completion from the course instructor.



## MANY FREE CLASSES

Is there a part of technology that's confusing to you? Or do you want to learn more about all the resources the library has to offer? Speak to a lab assistant today or stop by the desk and grab some brochures about all the different classes we offer!