

FREE COMPUTER ASSISTANCE

for job seekers

THE NEWARK PUBLIC LIBRARY | 5 Washington Street, Newark, NJ 07102
Technology Training Center, Third Floor | 973-733-3603



December 2017

DROP-IN TUESDAYS, 1:00 - 4:00 pm
December 5, 12, and 19 (no class Dec. 26)

DROP-IN THURSDAYS, 10:00 am - 1:00 pm
December 7 and 14 (no class Dec. 21 or Dec. 28)

DROP-IN SATURDAYS, 10:00 am - 1:00 pm
December 9 and 16 (no class Dec. 2, Dec. 23, or Dec. 30)

Drop in to meet the computer and technology tutor for assistance with topics like:

- Resume Preparation*
- Job Searches
- Job Applications
- and more!

**Resume students:* Bring a list of the schools you attended with dates of attendance and of the jobs you have held with the names of employers and with the dates you held them, along with notes about your responsibilities in those jobs. So that you can save your work, bring a flash drive (sold for \$7.50 at the VTC desk).

You can also ask questions about:

- Getting started using the mouse
- Internet searching
- How to set up a Gmail account
- Email attachments
- Microsoft Word
- Excel formatting and formulas
- PowerPoint
- and more

Please note that, when others are waiting, your session may be limited to 20 minutes.

