

The Riley Guide: Cover Letters & Other Correspondence
www.rileyguide.com/cover.html

Writing Resumes

Resume templates in Microsoft Word 2003 can be accessed by opening the program, clicking on **File**, selecting **New** and then **On My Computer**. Once there, select **Other Documents** for a choice of "Elegant" and "Professional" templates.

About.com: Resume Writing, Sample Resumes & Resume Builders

<http://jobsearch.about.com/od/resumes>

Boston University: Online Resume & Cover Letter Tutorials

www.bu.edu/careers/resumes/index.html

CareerBabe: Resume Writing Tutorial

www.careerbabe.com/resume.html

Purdue University: Online Writing Lab

<http://owl.english.purdue.edu/workshops/hypertext/ResumeW>

Quintessential Careers: Resume Tutorials for All Job-Seekers

www.quintcareers.com/resume_tutorial

The Riley Guide: Resumes & Cover Letters

www.rileyguide.com/letters.html

Writing Electronic Resumes

Boston University: Electronic Resume Submissions

www.bu.edu/careers/resumes/resumes/electronic-resumes.html

CareerPerfect.com: Electronic Resume Tutorials & Samples

www.careerperfect.com/CareerPerfect/resumes.htm

Quintessential Careers: Job-Seeker Electronic Resume Samples

www.quintcareers.com/resume_samples.html

Posting Resumes on the Web

Monster

<http://my.monster.com/resume/copyresume.aspx?resumeID=0>

E-mail address required at login.

Net-Temps

<http://my.net-temp.com/postres.html>

Yahoo! HotJobs

<http://hotjobs.yahoo.com/jobseeker/myhj/resume-manager.html>

Yahoo e-mail address required at login.

JOB HUNTING WITH SPOKEN COMMUNICATION

The Art of the Interview

Bradley CVs: Interview Questions You May Be Asked

www.bradleycvs.co.uk/interview/intq1.htm

Career Consulting Corner: Interviewing Tips

www.careercc.com/interv3.shtml

How to Interview: Help & Advice

www.howtointerview.com

LabMice.net: Interview Strategies & Advice

www.labmice.net/career/interview.htm

Quintessential Careers: Informational Interviewing Tutorial

www.quintcareers.com/informational_interviewing.html

Quintessential Careers: Job Interviewing Tutorial for Job-Seekers

www.quintcareers.com/job_interviews

The Riley Guide: Interviewing

www.rileyguide.com/interview.html

ONLINE TUTORIALS FOR COMPUTER SKILLS & JOB HUNTING



Education & Job Information Center

Online Tutorials for Computer Skills & Job Hunting

Education & Job Information Center
Central Library
10 Grand Army Plaza
Brooklyn, NY 11238
718.230.2177

Online Tutorials for Computer Skills & Job Hunting

This guide lists several free, online tutorials that will introduce you to the computers and operating systems currently available for public use at Brooklyn Public Library (BPL). Also included here are online job-hunting strategies and resources that can be used both inside and outside the library.

For more free resource guides compiled by the Education & Job Information Center, visit us at www.brooklynpubliclibrary.org/ejic.jsp.

THE BASICS OF HARDWARE

Using a Mouse

BPL computers use an IBM-compatible mouse for Windows.

BPL: Mouse Practice Sites

www.brooklynpubliclibrary.org/feature/internet_tutorial/page18.html

Burlington County Library: Mouse Practice

www.burlco.lib.nj.us/Classes/Intforkids/cns1.html

Central Kansas Library: Mouserobics

www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html

Inette.com: The Mouse

www.inette.com/aibtinette/aibtmouse.html

Using a Keyboard

BPL computers use an IBM-compatible keyboard for Windows.

Cabrillo College Library: Keyboard and Typing Skills

www.topsy.org/keyboarding.html

Central Kansas Library: Keyboard Introduction

www.ckls.org/~crippel/computerlab/tutorials/keyboard/page1.html

Internet4Classrooms: Getting the Most Out of Your Windows Keyboard

www.internet4classrooms.com/winkeyboard.htm

LearnThat.com: Keyboard Functions in Windows

www.learnthat.com/courses/computer/windows/keyboard1.shtml

MrKent.com: Typing Tutor

www.mrkent.com/typingtutor/index.asp

THE BASICS OF SOFTWARE

Internet Browsers: Explorer, Firefox & Windows XP Professional

BPL computers use Microsoft Internet Explorer 8 as of April 2010.

Mozilla Firefox Browser Introduction

www.mozilla.com/en-US/firefox

Microsoft Internet Explorer User Accessibility Tutorials

Internet Explorer 6:

www.microsoft.com/enable/training/ie6

Internet Explorer 7:

www.microsoft.com/enable/training/ie7

Internet Explorer 8:

www.microsoft.com/enable/training/ie8

Microsoft Windows 7 Introduction

www.microsoft.com/windows/windows-7

Microsoft Windows Vista Introduction

www.microsoft.com/windows/products/windowsvista/default.msp

Getting to Know Microsoft Office 2003 & 2007

BPL computers use Microsoft Office/Word 2003 as of May 2010.

Baycon Group: Microsoft Word 2007 Tutorial

www.baycongroup.com/wlesson0.htm

Microsoft Online: Office 2003 & 2007 Trainings

<http://office.microsoft.com/en-gb/training/default.aspx>

Florida Gulf Coast University: Microsoft Office 2007 Tutorial

www.fgcu.edu/support/office2007

Microsoft Word 2007 Starter's Guide

www.pdfconverter.com/resources/articles/Word2007tutorial

Using Microsoft Excel

BPL computers use Microsoft Excel 2003 as of May 2010.

Microsoft Office Online: Excel 2003 Training

<http://office.microsoft.com/en-gb/training/CR061831141033.aspx>

The University of South Dakota: Excel Tutorial

www.usd.edu/trio/tut/excel

Using Microsoft PowerPoint

BPL computers use Microsoft PowerPoint 2003 as of May 2010.

Microsoft Office Online: PowerPoint 2003 Trainings

<http://office.microsoft.com/en-gb/training/CR061832731033.aspx>

The University of Texas at Austin: Getting Started with Microsoft PowerPoint

www.utexas.edu/its/training/handouts/UTOPIA_PowerpointGS/

JOB HUNTING WITH WRITTEN COMMUNICATION

Writing Cover Letters

About.com: Writing a Cover Letter

http://esl.about.com/library/writing/blwrite_cover.htm

About.com: Cover Letter Overview

<http://jobsearch.about.com/cs/coverletters>

Argus Technical Services: Cover Letters

www.argus-tech.com/cover.htm

(continued on next page)