



Stanislaus County Library

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PRESS RELEASE

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Microsoft Word and Résumé Basics training at Ceres Library

Community members can learn critical word processing skills necessary to create an eye-catching résumé

Staff at the Ceres Library will offer a free class on the basics of Microsoft Word and résumé creation on Monday, Sept. 10 from 12 to 2 p.m. The class will be offered on the library's public internet computers.

The class will begin by covering the basic functions of Microsoft Word and offering an introduction to many other features of word processing. Participants will then put their word processing skills to use as they learn to create their own résumés.

"Resumes can be complicated," said Jonathan Bryant, library assistant at the Ceres Library. "We are often asked how to properly format and express skills through writing. In this class, our customers will learn the basics of marketing themselves on paper."

Advance registration is required for all computer classes. Please contact the library at 209-537-8938 to sign up for this class, or sign up in person at the Ceres Library Information Desk.

The Ceres Library is located at 2250 Magnolia St. Information about regularly occurring library programs can be found at www.stanislauslibrary.org, under the "Events and Classes" tab.

About the Stanislaus County Library

The Stanislaus County Library engages all members of the community and offers access to information, knowledge, and the tools for innovation and personal development. With 13 locations throughout the county, the Library offers a diverse collection of free materials, computer access and Wi-Fi, Story Times, programming for all ages, and more. To learn more about the Library's wide array of programs and services, visit www.stanislauslibrary.org.

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