

City of Dallas News Release

Public Information Office

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New Job Service Center to open Monday at Dallas Public Library; The new center will provide free computer classes and resume help

Dallas – The Dallas Public Library’s Business and Technology Division will unveil a new Job Assistance Center Monday, offering free computer classes, résumé assistance and job seeker seminars. All programs will be held on the fifth floor of the Central Library, 1515 Young St.

Computer classes will be held at 10 a.m. in the Business and Technology Division, fifth floor. Classes will include:

- Basic computer skills for beginners
- Introduction to the Internet
- How to create an email account
- Navigating Neogov – the City of Dallas employment Web site
- Exploring electronic résumés on various job and career sites

Job seeker seminars will be held at 2 p.m. on the second Saturday of each month for persons who wish to explore the many facets of finding the right job. Topics include:

- Building an effective résumé
- Job Interview questions you need to know before an interview
- Dressing for success
- How to find the your ideal job

Free 30-minute sessions on how to update your résumé will also be held from 4 to 6 p.m. on Tuesdays; 2 to 4 p.m. on Thursdays; and 10 a.m. to noon on Fridays. Call (214) 670-1608 to schedule an appointment.

The Dallas Public Library operates the J. Erik Jonsson Central Library, 1515 Young St., and 25 branch locations. A library card is free for any Dallas resident. For information on the many programs and services available at the Dallas Public Library, visit: www.dallaslibrary.org.

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