



Gail Borden

Public Library
District

270 North Grove Ave.
Elgin, Illinois 60120
847-742-2411
www.gailborden.info

information

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Gail Borden Public Library District

Volunteering & Computer Competencies

Volunteering

Volunteering is an excellent idea whether you are employed or unemployed! Volunteer work builds real world skills and should be part of your resume. In addition, you will meet new people, which will allow you to gain contacts and references.

Volunteer at the Library <http://www.gailborden.info>

Volunteer Match <http://www.volunteermatch.org>

United We Serve <http://serve.gov>

Computer Competencies

Not only will computer skills help you apply for job online; computer literacy is in high demand by employers. "Even jobs that once required no computer skills at all, such as truck driving or food service, now commonly involve using a computer to communicate with other employees, file progress reports with a supervisor, or submit timecard information for payroll processing" (http://jobs.lovetoknow.com/Importance_of_Computer_Literacy_in_Job_Hunting).

- File management
- Printing
- Accessing the Internet
- Email
- Basic Internet searching
- Microsoft Word/Word processing
- Filling out online forms
- Cut, copy, paste
- Typing

Computer Tasks for Job Searching Online

1. Create a resume using a word processor or resume software.
2. Save your document to a jump drive.
3. Edit your resume and save it as a separate file.
4. Print your resume.
5. Save your resume in another format, such as PDF or plain text.
6. Create an email address.
7. Register on job hunting sites with a username and password.
8. Search job sites and company websites for jobs.
9. Fill out online forms.
10. Copy and paste your resume into an email or online form.
11. Perform basic online searches to gain information about a company.
12. Use library databases to gain company lists and information.