

# JobLink

Free help applying for jobs!

Southern Tier Library System



9424 Scott Road  
Painted Post, NY 14870  
607.962.3141  
[JobLink.stls.org](http://JobLink.stls.org)

JobLink offers free computer training at public libraries across the southern tier. Our van operates as a mobile computer lab fully equipped with a fleet of laptops, a trainer and a connection to the internet to set up in any location.



## Computer Training Classes



18 laptops



2 Trainers



MiFi Hotspot



PC Technician

### Resume Preparation

How to create a professional resume  
How to send a resume as an e-mail attachment  
How to post a resume on job search engines

### Basic Computer Skills

How to operate a mouse, keyboard  
How to open and navigate the internet  
How to maintain an e-mail account

### Basic Microsoft Skills

Classes on using Word and Excel  
Classes on PowerPoint, MovieMaker

### Using Job Search Engines

Identifying useful job search engines  
How to search effectively for jobs on-line  
How to post a resume on-line

### Completing On-Line Job Applications and Forms

Navigating an on-line job application/form

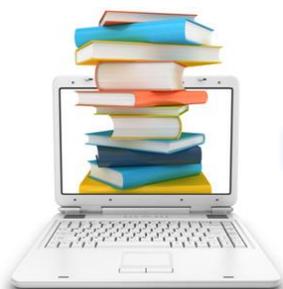
### Using Social Media

How to promote yourself professionally on Facebook and Twitter

### Handheld Devices

Classes on how to use Smartphones, iPads and eReaders.

Since January 2011, we have...



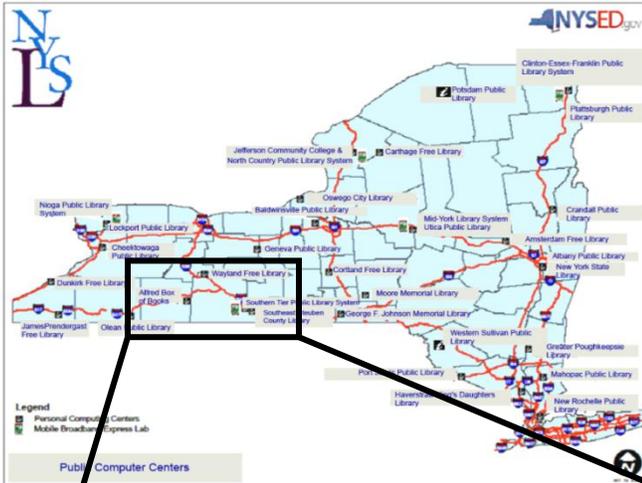
Offered more than **500** classes

To more than **1,500** participants



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**5 County Coverage Area:**  
 Allegany, Steuben, Yates,  
 Schuyler and Chemung County



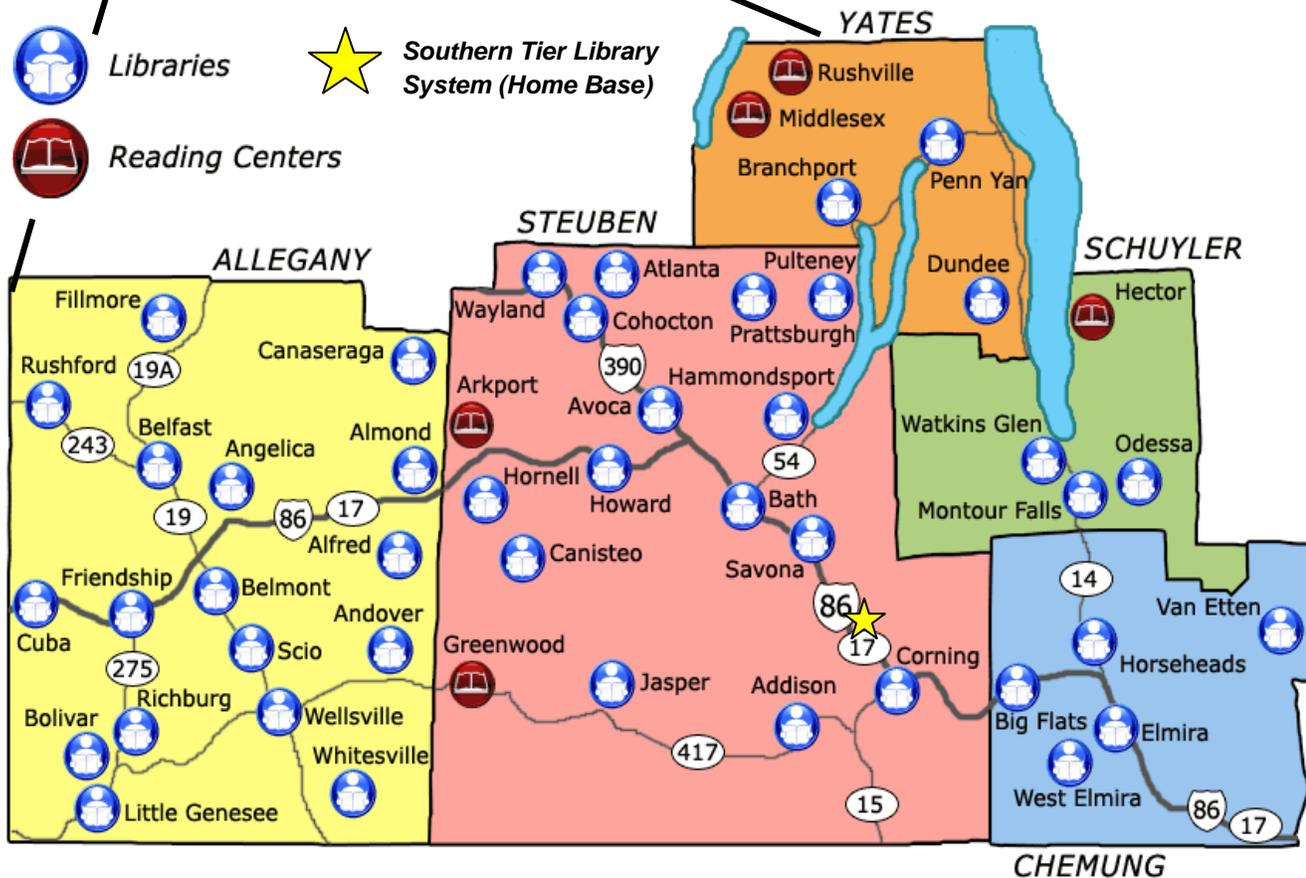
Libraries



Southern Tier Library System (Home Base)



Reading Centers



**3,500 mile rural service area**  
**Offer classes at 35 of the 48 libraries in system**

**Average week =**

- Offer 10-13 classes
- Travel 900+ miles
- Log 18 hours of travel time

