



Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Resume 101

Learn the tools used to create a resume including library resources.

Learning Goals

- Learn some [resume essentials](#)
- Review the different [types of resumes](#)
- Learn about writing [objective statements](#)
- Look at the [Microsoft Word Resume Templates](#)
- Learn what employers look for in a [cover letter](#)

Books

[Gallery Of Best Resumes : A Collection Of Quality Resumes By Professional Resume Writers](#) by Noble, David F. Call number: 650.142 No

[The Google Resume : How To Prepare For A Career And Land A Job At Apple, Microsoft, Google, Or Any Top Tech Company](#) by McDowell, Gayle Laakmann Call number: 650.142 MC

[The Book Of U.s. Government Jobs : Where They Are, What's Available, And How To Complete A Federal Résumé](#) by Damp, Dennis V. Call number: 352.63 Da