



Sharpen Your Skills, Using Our Tools!

At **Jobs Caledon**,
we offer a variety of resources
to help you during
your job search...and after!

**Every computer in the
Resource Centre can access:**



WinWay Resume Deluxe



Build your resume by identifying
your job tasks

Mavis Beacon



Learn how to type or improve
your speed and accuracy

Microsoft Office Tutorials



Learn the basics of Office programs

Choices Career Exploration



Explore your career options online

Scott's Directories Online



Research employers and
make connections

See Jobs Caledon staff for assistance!