



## Capacity Building Office Services

- “Open Lab” days every Monday, Wednesday & Friday from 9am – 4pm. No appointment necessary.
- Open to any adult RRHA community resident or HCVP participant.
- Computer Based Training:
  - Microsoft Office Applications (Word, Excel, Outlook, Access, Project, & PowerPoint).
  - Keyboarding
  - Money management skills (improving credit, budgeting, banking relationships, etc.).
  - Resume Creator software.
  - Interviewing skills software.
- Receive verification or certificate for skill level attained.
- Prepare and copy resumes, cover letters, and reference list.
- Conduct internet based job search.
- Friendly and knowledgeable staff to assist.