



Job Seekers Part 2: Resumes & Cover Letters

Goals for this session:

- Access and understand key tools to assist with developing resumes and cover letters.
- Begin a draft of a resume and/or cover letter for a specific job posting.

Composing a Cover Letter and Resume

Once you find companies and jobs you want to apply to, use the follow resources to help create your resume and cover letter. Having the job descriptions handy will guide which skills and experiences you want to highlight on your resume and discuss in your cover letter.

Library-based Resources: The library offers our patrons many fee-based databases. These sources are available on the library's catalog at Databases, or at <http://goo.gl/lvZ1Su>. *After accessing each resource through the WFL website, create a personal account.

- **Optimal Resume:** Comprehensive online resource for job seekers. Create resumes, cover letters, portfolios, and video resumes. Assess your skills and practice interviewing. Manage an unlimited number of career documents from one central location and share your credentials on your own professional website and across social networking sites.
- **LearningExpress Library:** Explore careers and learn about the required skills. Educational and career test preparation materials; also includes a computer skills training component. Practice taking tests: ASVAB, GED, GMAT, GRE, SAT, Citizenship, and many more. Create your own account using your library card number.

Free Internet Resources:

- Resumes:
 - <http://www.resume-help.org/>
 - <https://owl.english.purdue.edu/owl/section/6/23/>
 - <https://hbr.org/2014/12/how-to-write-a-resume-that-stands-out>
- Cover Letters:
 - <https://owl.english.purdue.edu/owl/section/6/22/>
 - <http://www.careeronestop.org/JobSearch/Resumes/cover-letters.aspx>
 - <http://www.careerealism.com/category/job-search/cover-letter/>