



Resume Writing

February 2009

This guide is designed to assist you in identifying sources for resume and cover letter writing within the collections at the Roseville Public Library as well as sites available on the Internet. **The Roseville Public Library is not responsible for the accuracy of the information or advice that these Web sites may offer.**

Resources

Books

- *Out of Uniform [ex-military personnel]*, by Harry N. Drier (1994) V 650.14 D
- *Blue Collar Resumes*, by Steven A. Provenzano (1999) V 650.14 P
- *Resumes for the 50+ Job Hunter*, by The Editors of VGM Career Books (2002) V 650.14 R
- *Ultimate Job Search*, by Richard Beatty (2006) V 650.14 B

Internet Resumes

Job-hunt.org www.job-hunt.org/resume.shtml

Learn the differences between print and online resumes and how to protect yourself should you decide to post a resume online.

- *eResumes*, by Susan Whitcomb (2002)

Complete Idiot's Guide to the Perfect Resume, by Susan Ireland [e-book: Michigan residents only] The e-book in NetLibrary is available to Michigan residents from their libraries or through the remote login via <http://mel.org>. You may also want to check with your librarian for this and other books on the topic.

Resume Writing from HotJobs www.hotjobs.com/htdocs/tools/resumes/index-us.html

Look under Getting Started and then Resumes.

Search Aids

Subject Headings

- Resumes (Employment)
 - Cover letters
 - Job hunting

Call Number

- V 640.14

Print Resumes

Career Victory

www.careervictory.com

The Resume Calculator™ Free and Fast - an interactive tool to help you decide which resume type and format best suits you. Four different formats are rated for your needs. The only site of its kind on the web today.

10 Minute Resume

www.10minuteresume.com

This is a service that provides free help in creating a resume by following a simple-to-use online form. Additional services have a charge.

Jobstar Central

www.jobsmart.org

Helpful site that offers simple, clear instruction and samples: also provides information and samples of cover letters.

Cover Letters

Tips on Writing a Persuasive Cover Letter

www.garywill.com/worksearch/covlet.htm

A fairly lengthy article on how to write a cover letter plus several samples.

Word Processing at the Library

The library has PCs available for word processing use (next to the Adult Information Desk). Resume, cover letter examples, and resume wizards can be found in the MS Word software.

- Open file
- Open new (document) under Other Documents
- Open document tab
- Choose resume form or resume wizard (Use resume wizard. Using the resume template is more complicated.) It is advisable to use a disk to save your work. **Save every few minutes.** Printing is available for ten cents per page.

Preparing and Posting a Resume

You can send your cover letter and resume to potential employers by email, much as you would send one in the mail. It is important that you follow the instructions which the prospective employer gives on his website. He might accept a specific word processing application, such as Microsoft Word or he might request plain text format (.txt). In a plain text format you can't use boldface, underling, or bullets, so consider using asterisks (*), plus signs (+), or dashes (--) instead to separate sections. Consider using capital letters to replace bold type or using asterisks to surround headings to draw attention to them. In order for it to look good on different size screens, keep the width to fewer than 70 columns (or characters).

After you do this, you might try sending it to yourself or to a friend to see how it looks before you send it to a prospective employer.

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