

# Preparing a Resume

## BOOKS at Muskego Public Library

**Knock 'em dead cover letters: great letter techniques and samples for every step of your job search.** (2016)

650.142 K72 2016

**Knock 'em dead resumes.** Yate, Martin John. (2016)

650.142 K72R 2016

**Modernize your resume: get noticed ... get hired,**

Enelow, Wendy S. (2019) 650.142 E56M

**Resumes for dummies.** (2019) 650.142 D281R 2019



## COMMUNITY RESOURCES

### Goodwill Workforce Connection Centers



**Bay View**  
153 West Oklahoma Ave.  
Milwaukee, WI 53207  
Phone: (414) 847-4740

Resume/cover letter assistance is available as well as resume and cover letter document storage through the new Workforce Connection Center Career Portal

### Waukesha County Technical College Career Connections



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

#### Resume Review (Requires Appointment)

Do you have a resume that needs feedback? Schedule an appointment for a 20 minute review by professional development staff, by calling 262-695-7848 or email [careers@wctc.edu](mailto:careers@wctc.edu).

## INTERNET

[Jobcenterofwisconsin.com](http://Jobcenterofwisconsin.com)—Create/Edit your resume through Job Seekers link

[www.careeronestop.org](http://www.careeronestop.org) - see *Resume Guide* in Job Search section

[www.dummies.com](http://www.dummies.com) Select *Learn by Category*, click on *Careers* and enter resumes in search box

<https://libguides.wctc.edu/careerconnections> - choose resume and cover letters



# Preparing a Resume

## MUSKEGO PUBLIC LIBRARY DATABASES



**Gale Courses** are available through the *Muskego Public Library* website. Choose the *eResources* link on the home page, then click on the *Gale Courses* icon.

### Online Learning

#### Instructor-Led Courses

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

Enroll in the **Resume Writing Workshop** and discover the secret to transforming your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each.

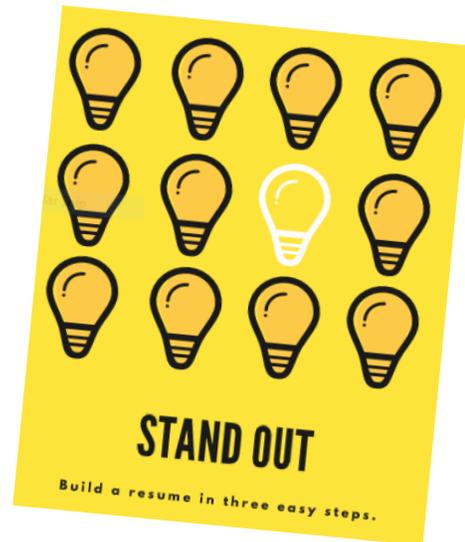
Make the most of your work experience and discover how to use references to your advantage. This course includes the use of online resumes and is invaluable for anyone who wants to create their own resume.

GALE  
**COURSES**



**Cypress**  
R E S U M E

**Cypress Resume** is available through the *Muskego Public Library* website. Choose the *eResources* link at the top of the main page, then click on the **Bridges Library System** icon to get to Online Databases. ([bridgeslibrarysystem.org/databases/](http://bridgeslibrarysystem.org/databases/)) Click on the **Cypress Resume** link in the Job Search Help category. You will need to provide your library card number to enter the site.



With **Cypress Resume**, you can create a professional resume in three quick and simple steps!

- Choose from 20,000 statements
- Tailor your work to showcase your strengths
- Quickly create cover letters and reference pages
- Download, edit, publish, save, and update

# Preparing A Resume

## MUSKEGO PUBLIC LIBRARY DATABASE



EBSCO LearningExpress®  
LearningExpress Library®

*Learning Express Library is available through the Muskego Public Library website. Choose the **eResources** tab on the home page, then click the **Bridges Library** icon to get to Online Databases. ([bridgeslibrarysystem.org/databases/](http://bridgeslibrarysystem.org/databases/))*

Choose the **Learning Express Library** link under the Job Search Help heading. The Home Use link will ask for your library card number and PIN. Register on the Learning Express Library page with your e-mail address, and create a password for future logins.

From the Learning Express Library home page, click on the **Career Preparation** icon and choose Job Search and Workplace Skills from the list of topics. You will see "Create Great Resumes and Cover Letters."



- The **Great Resumes** tutorial will help you explore what defines a great resume, know the different resume sections and their uses, find the right format for you, learn about keywords and action words, view sample resumes, and more.
- The **Great Cover Letters** tutorial will help you through each step of the cover-letter creation process. Explore all the different elements of an effective cover letter, learn what you should include and what format works best for you, view sample cover letters, and more.