



TOOLS FOR JOB SEEKERS

RESUMES & ONLINE
JOB APPLICATIONS

CREATING YOUR RESUME



The top third portion of your resume is the most important, as a hiring manager's first impression of you is calculated in the first few seconds of reviewing your resume. So take care when creating your resume and keep a few things in mind:

- Be consistent not only in format, but in verb tense (past, present, future).
- Use implied first person.
- Your eyes are the best tools for catching spelling and grammatical errors, as well as typos.
- Show all numbers in numeral format for consistency and to save space.
- Describe your work experiences with action verbs, then show your results.

CREATING YOUR RESUME

Before creating your own resume, you will need most of the following information:

- Contact information
- Education
- Skills
- Work history, internships, etc.
- Volunteer work
- Professional memberships, certifications, training, etc.
- Special interests
- Computer and specialized skills
- References

Notes

CREATING YOUR RESUME

[Your Name]

[Street Address] | [City, ST ZIP Code] | [phone] | [email]

Education

- [School Name, City, State]
- [Degree] | [Date of Graduation]
- [Major]
- [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors]

Experience

[Dates From - To]
[Job Title] | [Company] | [Location]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

[Dates From - To]
[Job Title] | [Company] | [Location]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

Awards and Acknowledgments

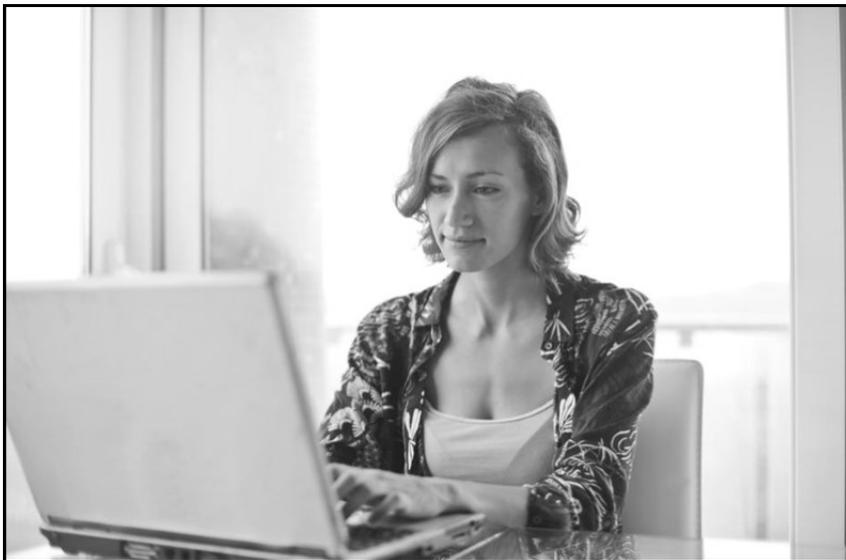
- [Don't be shy – list the acknowledgments you received for a job well done.]

Professional References

- Available upon request.

When styling your resume, keep in mind the type of industry or position to which you are applying. If your expertise is in the creative arts (such as teacher, artist, graphic designers), you can add more creativity to the design of the resume. However, more business-minded positions (administrative assistant, accountant, realtor, etc.) should use a basic linear format.

CREATING YOUR RESUME



If you are unsure of how to start your resume from scratch, use a resume builder or template. Resume builders allow you to type in your information and receive a completed, downloadable resume document.

The following resume builders are available through our MCPL research databases:

- Career Center from *Tutor.com*
- Career Transitions

Tip: The Library has public computers with Microsoft® Word available for you to use to create your resume.

CREATING YOUR RESUME

Most job search websites have options to create a resume and a cover letter for employers to find. Some popular job search websites are:

- Indeed.com
- CareerBuilder.com
- Monster.com
- Glassdoor.com

These websites work with thousands of companies to help connect job seekers and employers. You can search for specific jobs in your city or do a more generalized search for jobs that fit your skill set.

Notes

Tip: Include phrases from the job posting that apply to your skill set.

FINDING JOBS ONLINE

- **Company websites:** If you are looking to join a particular company, there is usually link to the job postings in the footer of their website called “Careers” or in the website’s “About Us” section.
- **Social networking sites:** Some social networking sites, like LinkedIn, help you network with professionals in your desired industry, as well as find jobs in your job field.
- **Careers & education resources:** MCPL offers great online resources that including job search assistance, which are free with use of your Library access pass. These resources also include assistance with resume and cover letter writing, assessment of skill strengths and weaknesses, information about specific careers, and even search engines for jobs and internships across the U.S.

Notes

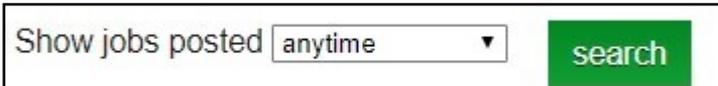
FINDING JOBS ONLINE

Most online applications will have the same basic features:



A rectangular text input field with a thin black border. The text "Job Title" is displayed in a light gray font at the top left of the field. Below the text is a larger, empty white area for typing.

- **Text fields** are used to enter text into a form. Click inside the field box; a cursor will indicate where text will appear when you type. To move to subsequent fields in the form, either click inside the next field box or use the **Tab** key on the keyboard.



A form element with a black border. On the left, the text "Show jobs posted" is followed by a dropdown menu showing "anytime" with a small black triangle pointing down. To the right of the dropdown is a green rectangular button with the word "search" in white text.

- **Dropdown menus** provide a list of options to select, usually indicated by a black arrow. Click on the dropdown menu to expand the list of options; then click on your choice.

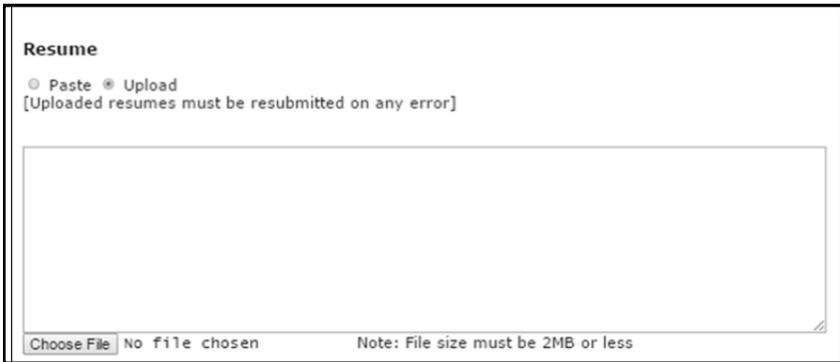


A horizontal row of five radio buttons, each followed by a label. The labels are "All Jobs", "Internships", "Apprenticeships", "Temp", and "Entry Level". The "All Jobs" radio button is selected, indicated by a small black dot inside the circle.

- **Checkboxes or radio buttons** are located to the left of the choices. To select an item, click inside a box or button. Checkboxes indicate more than one choice may be selected; to deselect an item, click inside the check-marked box.

UPLOADING A RESUME

As you fill out an online application, there is usually an option for uploading your resume. Depending on where your resume is saved on your computer (documents folder, flash drive, or cloud storage), uploading your resume is pretty easy.



The screenshot shows a web form titled "Resume". At the top left, there are two radio buttons: "Paste" (unselected) and "Upload" (selected). Below these buttons is a note in brackets: "[Uploaded resumes must be resubmitted on any error]". The main part of the form is a large, empty rectangular box. At the bottom left of the box is a button labeled "Choose File". To the right of the button, the text "No file chosen" is displayed. At the bottom right of the box, there is a note: "Note: File size must be 2MB or less".

To upload a resume, click on the option to Upload the file, which will open the document files on your computer or flash drive. Click the **file name** of the resume, and then click Open. The file will attach itself to the application.

Notes

UPLOADING A RESUME

If the application requires you to paste your resume into a text field, open the resume using the word processing software used to create the file (such as Microsoft Word or Open Office) and copy the text of the resume. There are three helpful keyboard shortcuts to help you accomplish this:

- CTRL + A: Highlights all text.
- CTRL + C: Copies the highlighted text.
- CTRL + V: Pastes the copied text.

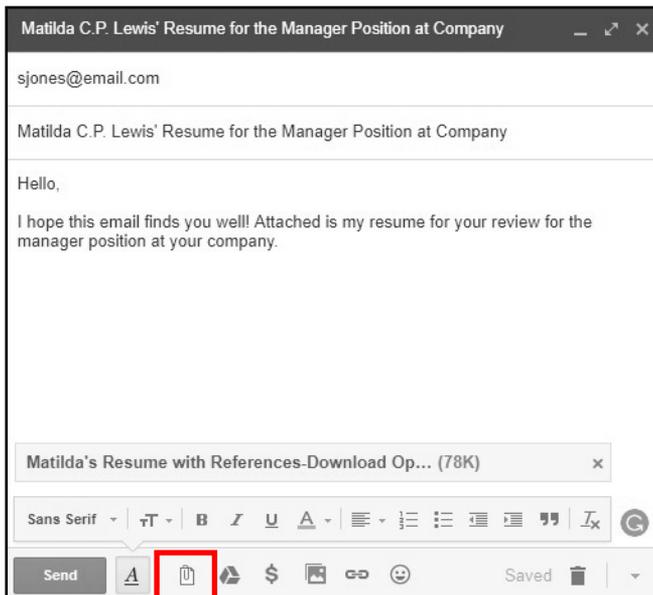
Pasting the contents of your resume into a text field box may remove all formatting. If you have the option, upload your resume rather than paste it.

Before clicking the **Submit** button, make sure you proofread all your answers for spelling and grammar errors.

Notes

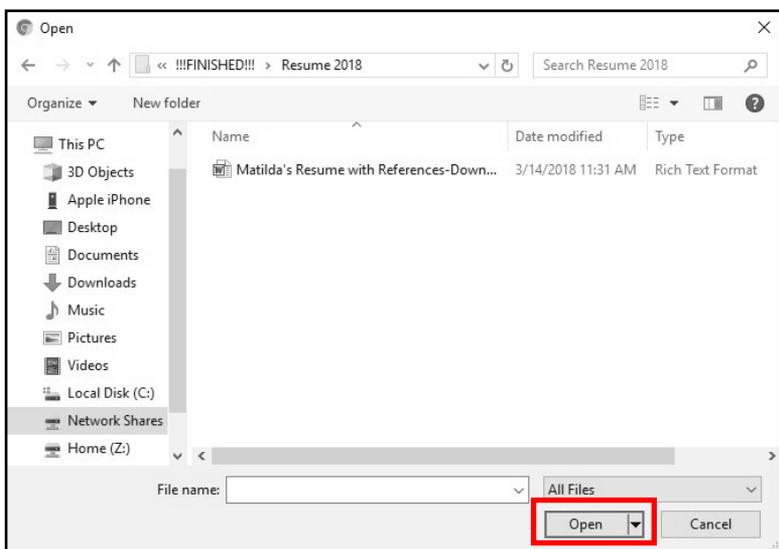
ATTACHING TO AN EMAIL

- Ensure your resume is saved exactly as you want it. Once you send the email, any updates you make to the document will NOT be included in the emailed copy.
- Begin a new email message.
- Correctly type the email address of the recipient in the **To:** field. (i.e., sjones@email.com)
- Type a concise **subject** informing the contact of what they are receiving (i.e.: Joe Smith’s Resume for the Manager Position).
- Type a short professional message informing them of your desire to work for the company and a few reasons why you would be best for the position.



ATTACHING TO AN EMAIL

- Click on the **paper clip icon** in the message settings. If applicable, click the option to choose a file from your computer. 
- A list of your files will appear. Find and select the **resume file**, then click **Open**. Your resume will attach to the message.
- **Proofread** your email, then click **Send**.



Tip: Save your resume as a PDF before uploading it to an application or attaching it to an email.

EXPECTATIONS AFTER APPLYING

Don't become discouraged if you wait a long time before hearing a response from a potential employer. This does not necessarily mean that you did not get an interview; some job postings are required to remain open for a certain length of time before employers can begin reviewing applicants and scheduling interviews.

In the interim, try to keep track of the jobs for which you have applied. Write them down in a calendar, spreadsheet, or a job tracker to keep a list running of the date, time, company, and position offered.

It is also a good idea to follow up on your application with an email to the employer, declaring your desire to work for their company, and attach a PDF copy of your resume. You can usually find their contact information on the company's website.

Online Learning opportunities:
mymcpl.org/online-learning

