

Syosset Public Library Job Search Center

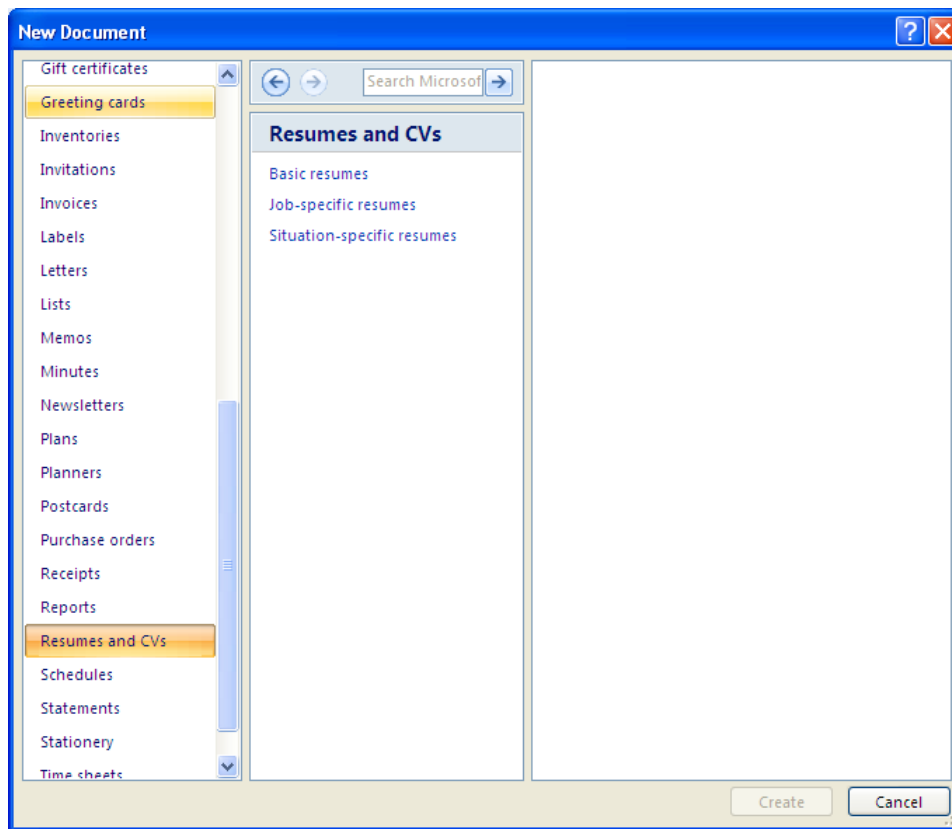
Resumes and Cover Letters

Creating a Resume

Creating a Resume from Microsoft Word

Open Microsoft Word and select New from the Office Button drop down selection.

1. You will be prompted by a Template menu (upper left)
2. From the template menu, scroll down, point to Resumes and CVs. (Curriculum Vitae – listing of credentials)



3. Another menu will appear to the right headed “Resumes and CVs”
4. Click on one of the following links from that menu:
 - Basic resumes
 - Job Specific resumes
 - Situation-specific resumes

5. A variety of resume templates will appear (use scroll). Double click on the template style, you'd like to work with.

Basic Resume Templates:

Chronological Resume-Traditional Design

Professional Resume

Resume Wizard

6. Once you have selected the resume style you prefer, click download on the lower right corner of the screen.
7. The resume format you selected will appear as a new document allowing you to type your information over the blank format.
8. Once you have created your resume, remember to save your document to either your computer, or external device.

NOTE: Once you have completed your resume, you can access the Tutor.com service that the Syosset Public Library subscribes to (from the library website). Tutor.com is an interactive website for children and adults designed to assist in homework assignments, critiques of research papers and resumes. A qualified teacher will review and comment on your resume and return it to you within 24 hours.

Career Cruising—Resume Building

Career Cruising is an online database available to Syosset Public Library patrons. It is a multi-purpose career and education tool with in-depth profiles of hundreds of careers, plus information on colleges and universities and financial aid. Career Cruising has a resume building component. The following steps walk you through the Career Cruising set up and resume building feature. Take time to explore this valuable database.

Accessing Career Cruising for resume building:

1. To Access Career Cruising go the Syosset Public Library home page (www.syossetlibrary.org).
2. On the left side of the screen click “Reference Services”.
3. Scroll down to *Online Databases*.
4. Select “College/Careers”.
5. Click the Career Cruising Link to enter the site
6. Create a user name and password



Career Cruising : Portfolio - Windows Internet Explorer provided by MySpace

http://www.careercruising.com/Individual/CreateUser.aspx?LoginID=bf2c7038-503e-4b86-9939-34a87a39bb83-

File Edit View Favorites Tools Help

Google Search Share Check Translate AutoFill Sign In

Career Cruising : Portfolio

CAREER CRUISING © 1999-2011 Career Cruising

Portfolio Main Assessments Careers Schools Employment Portfolio Search Español Logout

Create a New Portfolio

Enter the following information to create your portfolio

My Information

First Name:

Last Name:

Grade:

Gender: Male Female

Email Address: (Optional)

Select a Portfolio Username & Password

Enter Portfolio Username:

Enter Portfolio Password:

Confirm Portfolio Password:

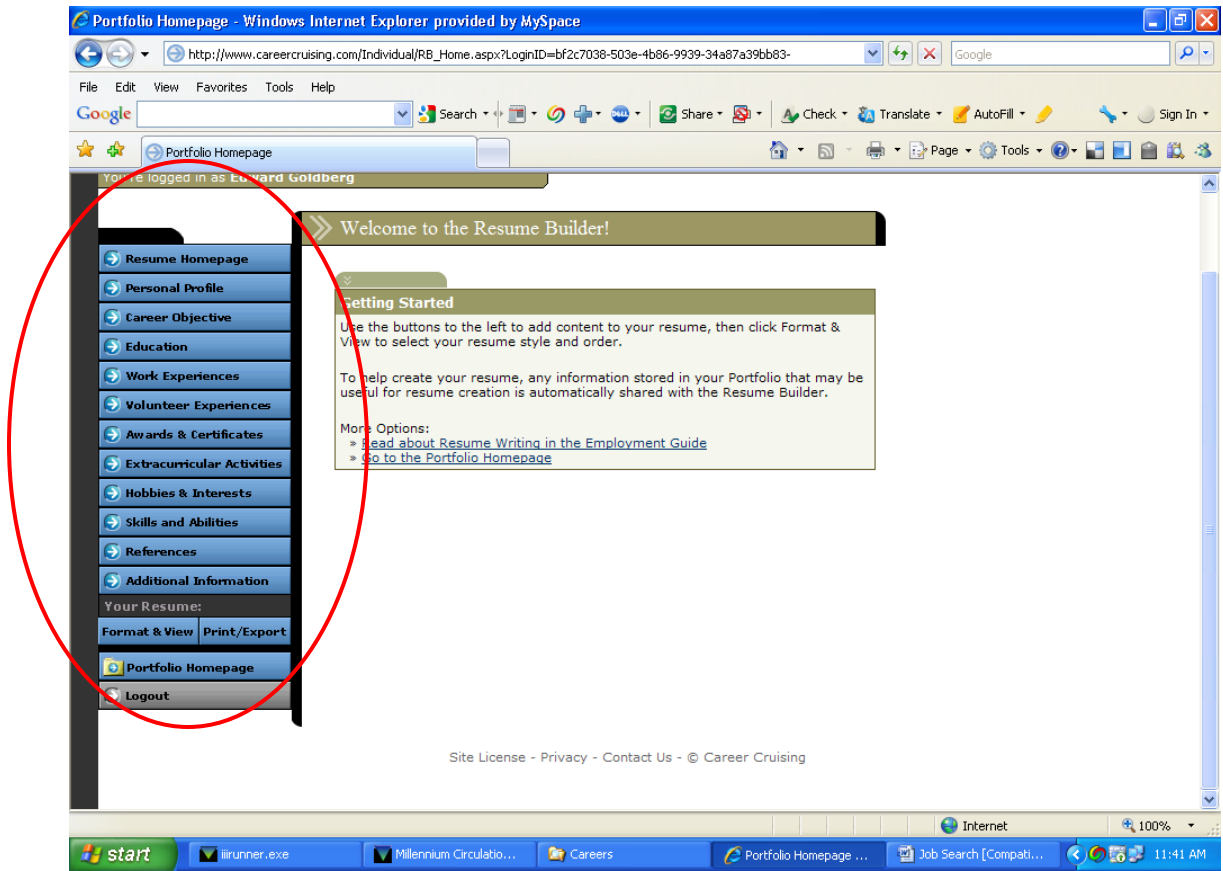
*By clicking on the Create Portfolio button, you are indicating that you agree to the [End User License Agreement](#) and [Privacy Policy](#).

start Millennium Circulatio... Careers Career Cruising : Po... Job Search [Compati... 11:36 AM

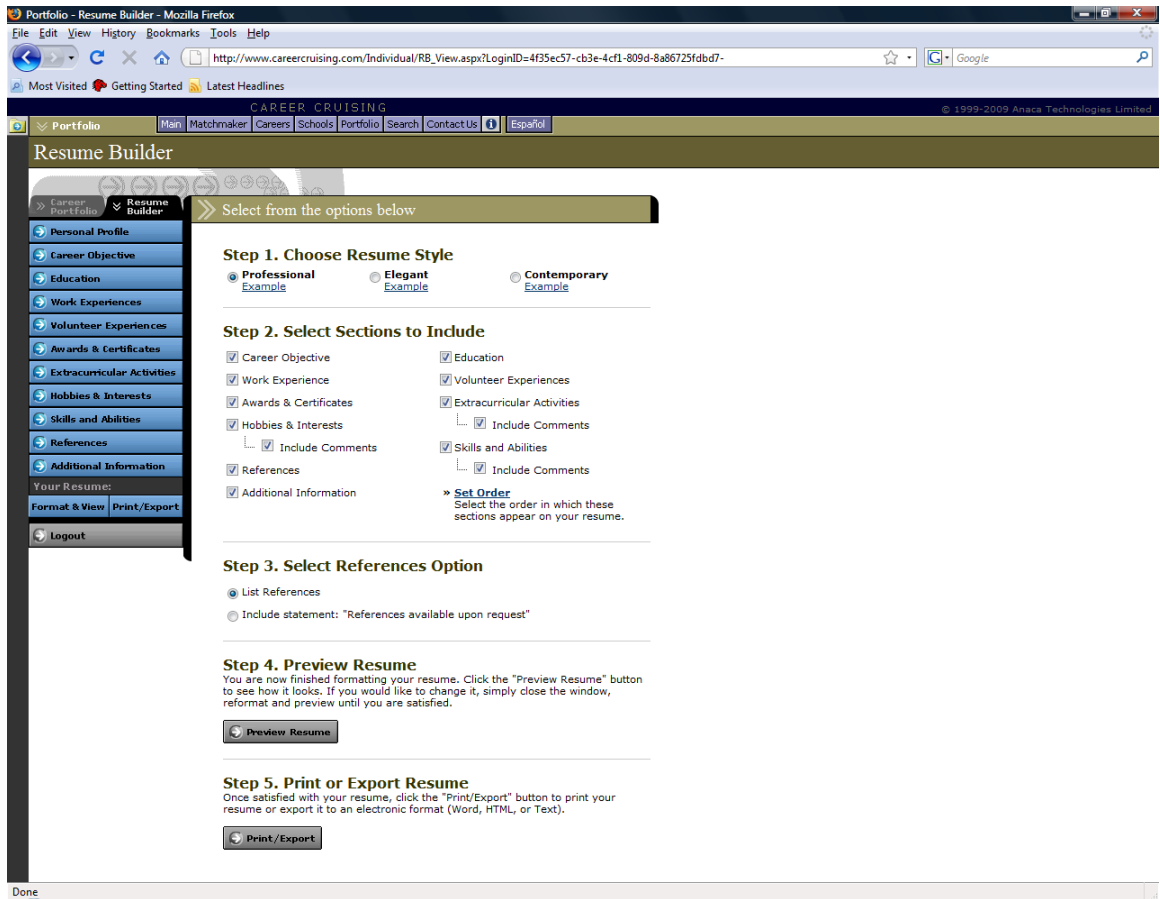
7. Click on the tab for Resume Builder:



8. Once you are in the Resume Builder function, choose an item to start your resume



- a. Personal Profile
 - b. Career Objective
 - c. Education
 - d. Work/Experience
 - e. Volunteer Experience
 - f. Awards & Certificates
 - g. Extra Curricular Activities
 - h. Hobbies and Interest
 - i. Kills and Abilities
 - j. References
 - k. Additional Information
9. You can use all or some of the resume building options. Remember to use the save button after you enter any data.
10. Once you have finished entering your data, select *Format & View* on the bottom of the sidebar menu.



11. From this screen you can:

- a. Choose Resume Style
- b. Select Sections to Include
- c. Selection Reference Option
- d. Preview Resume
- e. Print your resume.

12. You can re-enter the Career Cruising database at anytime using the same user and password you created, allowing you to access previous information entered.

NOTE: Once you have completed your resume, you can access the Tutor.com service that the Syosset Public Library subscribes to (from the library website). Tutor.com is an interactive website for children and adults designed to assist in homework assignments,

critiques of research papers and resumes. A qualified teacher will review and comment on your resume and return it to you within 24 hours.