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# Create a Resume

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Using Learning  
Express Library

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Syosset Public Library  
Reference Department

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## **Resume Class using Learning Express Library**

### **Welcome!**

In the first class, you will be shown how to:

- Create a Learning Express Library account,
- Put the resume ecourse in “My Center”
- Begin entering your resume information, and how to do it on your own.

**Between week 1 and week 2, you will complete entering the resume information into Learning Express. It must be complete before the 2<sup>nd</sup> class. If necessary, changes can be made in class.**

During the second class, the librarian will show you how to:

- Review the resume information entered,
- Export (transfer) it to a Word document, and make any adjustments, corrections or additions.
- Save it to a disc or flash drive (which you must provide).

**Please review the following information carefully, together with the librarian; to be sure you are prepared for this class. You cannot begin the resume class without these items.**

**Experience using the Internet, email and Microsoft Word**

**An appointment for your next session of this class.**

**Your Syosset Library card number**

**A password you can easily remember**

**Your resume, in either in a readable electronic format or hard copy**

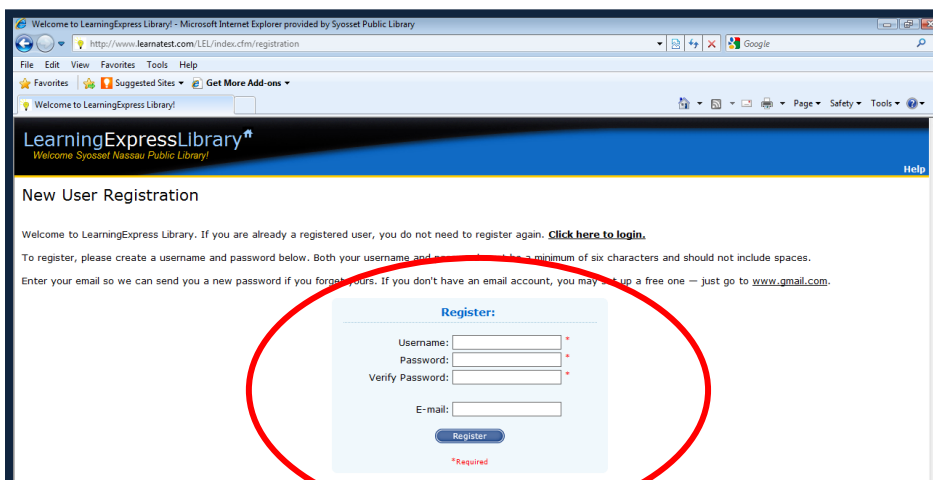
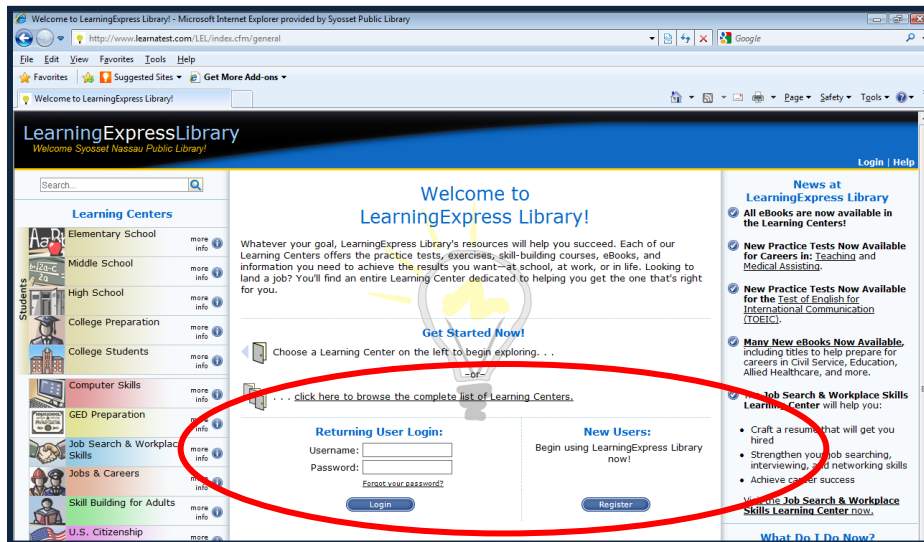
**A USB drive or disc, or a place to save your resume (email, Google Docs Account).**

**An email address is optional but helpful**

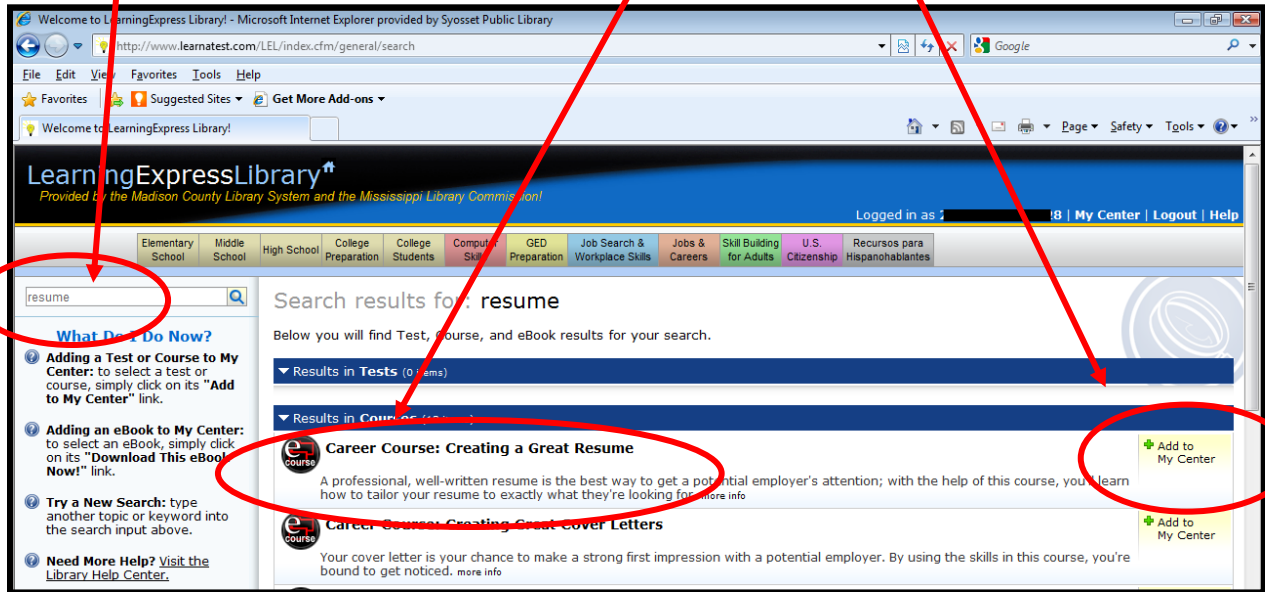
## Resume Class using Learning Express Library: The First Session

### Session 1: Create a profile, locate resume course, and begin entering your resume information.

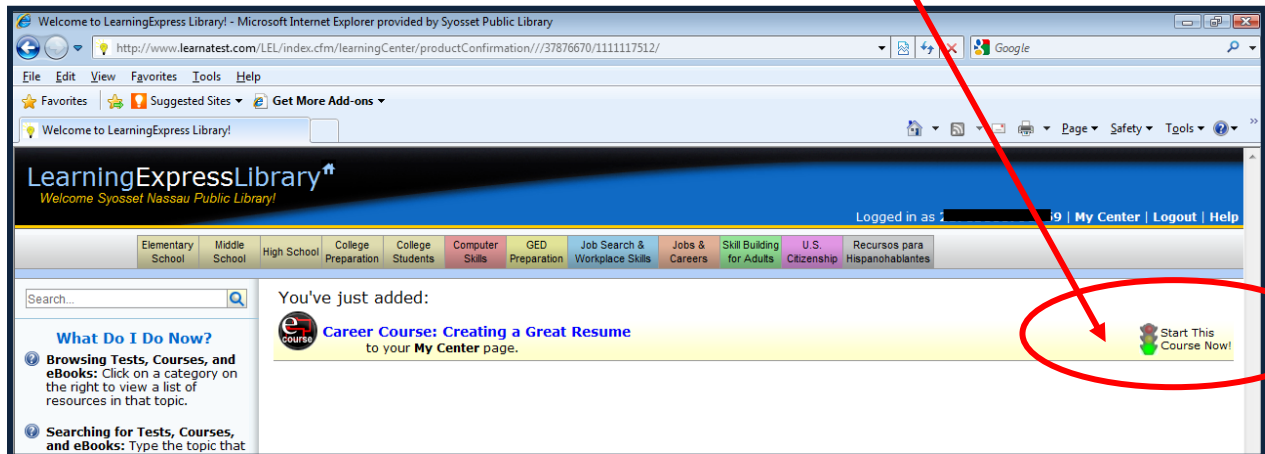
1. You will log into Learning Express and create a profile: **“My Center”**. Do you already have an account, or are you creating a new one?
  - a. Username is your Syosset Library Card number. (You can use another username inside the library, but then you won't have remote access).
  - b. Your Password is secret, but should be easy to remember. Follow the instructions on the screen.
  - c. The option to give an Email address is there so that if you forget your password, they will email it to you. Learning Express does not use the email for any other reason.



2. Find the resume ecourse: **“Career Course: Creating a Great Resume”**
  - a. Go to the search box and type “resume” and press enter.
  - b. Search the results for the ecourse titled: **“Career Course: Creating a Great Resume”**
  - c. To the right of the course name, click the **“Add to My Center”** button (with green +)

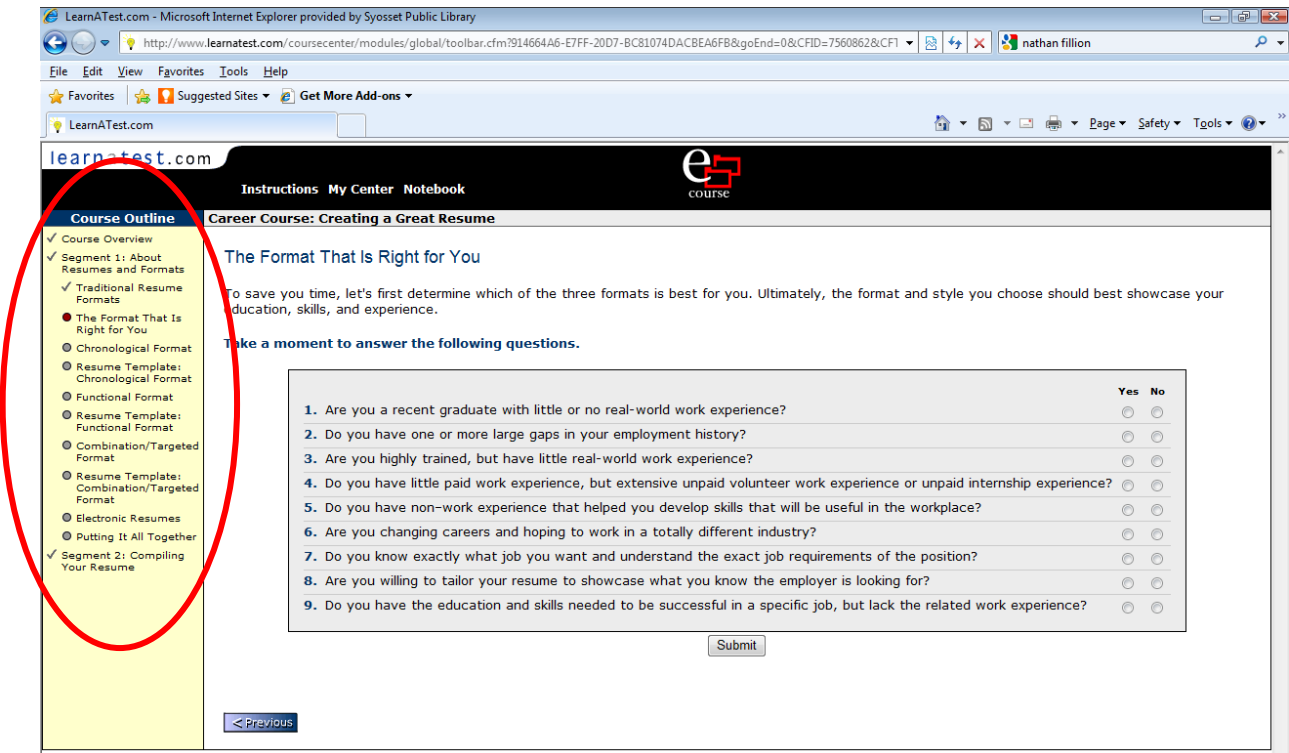


- d. You will see, **“You’ve just added: ‘Career Course: Creating a Great Resume’ to your My Center page. To the right, click: “Start this course now!”**



### 3. Course Outline and Segment 1: About Resumes and Formats:

You will see a Course Outline on the left side of the screen. Follow the steps in the course, which expand as you go. Sections that have been viewed will have a check mark. The page you are on has a red dot. The other pages have a grey dot. You can skip around if desired, but the information in the first section is very helpful. You may want to skim each page. Answer questions as you go.



Segment 1 does not take long, but has important information to review before you begin. First you will hear about the three traditional resume formats. You will take a short quiz to help select the appropriate format. Then, you can study the pages that relate to the chosen format, or view all of them. Definitely read the Electronic Resumes page. After this, you can start entering your resume information in Segment 2.

#### 4. Segment 2: Compiling your Resume

In Segment 2, you will compile each section of the resume. Review the page entitled **The Heading**, where you will learn what goes in this section and why it is important. The next page shows sample headings. (Not all sections have samples). The page after that is called **Your Heading**. In these boxes, you will enter your heading information. After you are done with the heading, you will read **The Objective** and then follow by entering **Your Objective**. After each entry you must hit **Submit**. **Just enter the text now. Formatting (bold, italics, centering, etc) will be done later.**

<p><b>First view the information about that section.</b></p>	<p><b>Then enter your own information in the boxes provided. It's very easy to follow:</b></p>
<p><b>Example: Heading instructions</b></p>	<p><b>Example: Enter your Heading information</b></p>
<p><b>Example: Educational Background instructions</b></p>	<p><b>Example: Educational Background instructions</b></p>

## 5. **Segment 2: Compiling your Resume**

At this point, you should be able to use Learning Express Library to enter information on your own. As you come to each section, look at the examples given, consider how they apply to you. Some have typical content, such as the Heading, which is your name and address, phone, email, etc. But others have content that is unique for each person. Consider the purpose, usual content, and what if anything may be unique. Ask the librarian any questions you have about each section as you go. You can also consult resume writing books for more detailed information.

- a. Go down the course outline through the remaining sections, to make sure you have an idea what goes in each and what to do. Take a look at **Your Skill Set**. This section is a list of check boxes with various skills. The boxes checked will go into a list in paragraph form in the resume. There are other helpful pages, such as **Bulleted Lists**, and **Action Words and Power Phrases**.
- b. Show the **Putting It All Together** page which is where you will see all that you have entered. At the bottom, they can click **Download as a PDF** and they will have an idea how it will look when done. They will save it at the end when it is done.

## 6. **Session 1 review**

- a. Log out and make sure you remember the steps and information needed to log in. Log in again for practice.
- b. Locate **My Center**. Note that the course now says **Continue**. When you do this next time on your own, you can now go to the page where you left off, resuming entering your information.
- c. During the week before the next session, you should complete the resume information in each section. If you have any questions about that, please review with the librarian.
- d. Ask the librarian if you have any other questions.
- e. Log out of Learning Express Library.

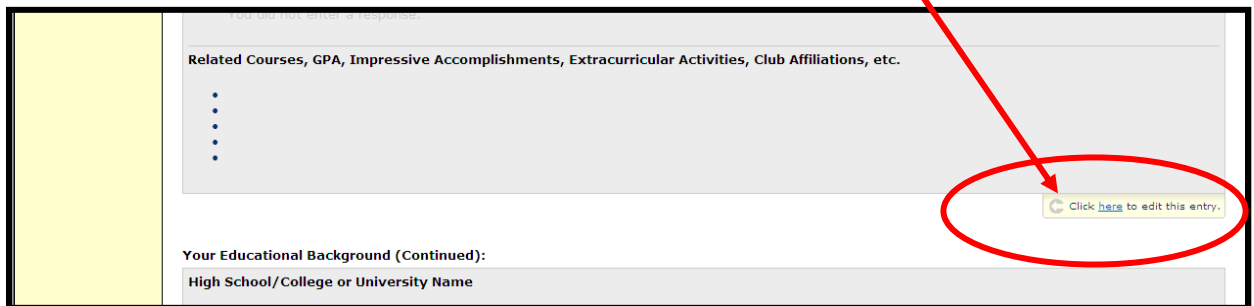
This is the end of session one. Don't forget to continue entering your information on your own. You can call or come in to ask, if you have any questions. Don't forget next week to bring back the same materials as this week:

- Your Syosset Library card number
- A password you can easily remember
- Your resume, in either in a readable electronic format or hard copy
- A USB drive or disc, or a place to save your resume (email, Google Docs Account).
- An email address is optional but helpful

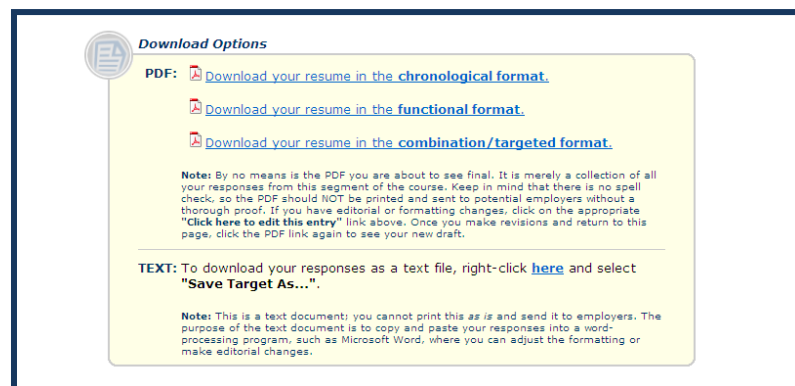
Have a good week.

## Session 2:

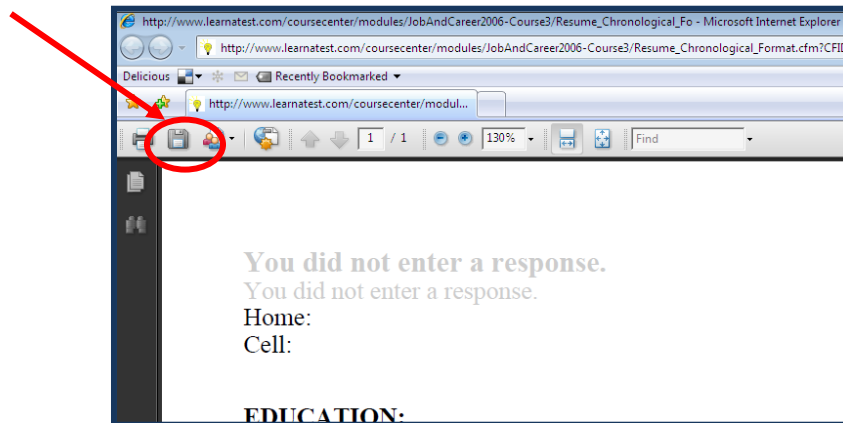
1. **Review the information that has been entered and make any changes.**
  - a. Log into Learning Express, and open My Center and find the “**Career Course: Creating a Great Resume**”. Click **Continue**.
  - b. Go to the section marked “Putting It All Together” (second from bottom). All your resume information will be viewable on one screen. The section order cannot be changed in the course, but you can change it later, on your finished resume. Review each section and check the information. Don’t forget spelling and grammar. Are all the sections (that you wish to complete) completed? Are there any questions, or revisions to be made?
  - c. If there are any changes, click where it says “click to edit this section.” This will take you back to the original screen where you can edit your changes and submit.



2. Once all of the sections are complete, scroll to the bottom. You will see the Download Options box, which lets you preview each resume style: Chronological, Functional and Targeted Format. Click the first resume format you want to see. (You can still go back to try the other formats). It will open in that style, using a program called Adobe Acrobat, which is very widely used.

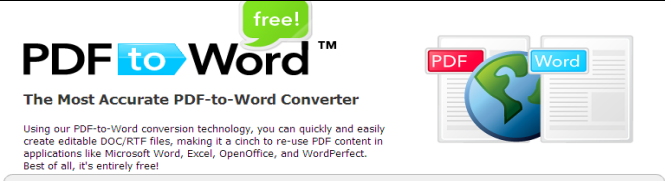
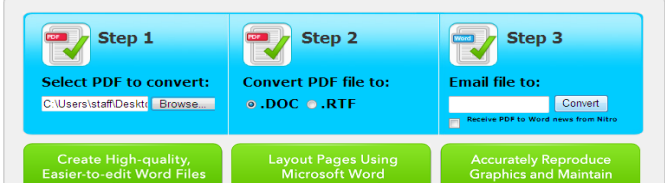
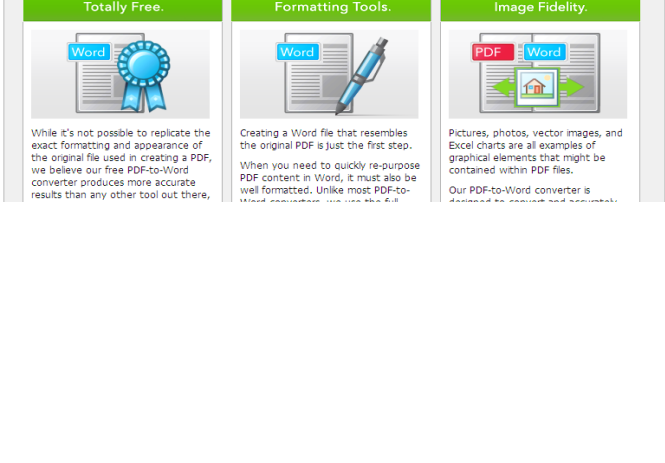


- Once you have chosen the format(s) you want to use, you will save your resume. Don't worry, you can still make changes. Take out your flash drive, or floppy disc, and put it into the computer, and wait until the computer recognizes the new storage device. At the top of the toolbar in the Adobe Acrobat window, click the icon for "save" (which looks like a disc). Choose a name and save the resume to your USB drive or floppy disc.



- Once you are done saving the resume formats you chose, read the last page, Course Summary. Then, you can close Learning Express Library. Your resume information will remain on file unless you delete the course from My Center. (It always says "Continue". It's never completed.)
- The next step is to convert your Adobe file (PDF file) to a Word document, so that you can edit it in the future. There are two ways you can do this. If you have a Google or Gmail account, follow the Google instructions. If not, follow the PDF TO Word instructions section. When you are done, continue to step7.

6a. Using PDF TO Word. In Internet Explorer or Firefox, go to [www.pdfword.com](http://www.pdfword.com)

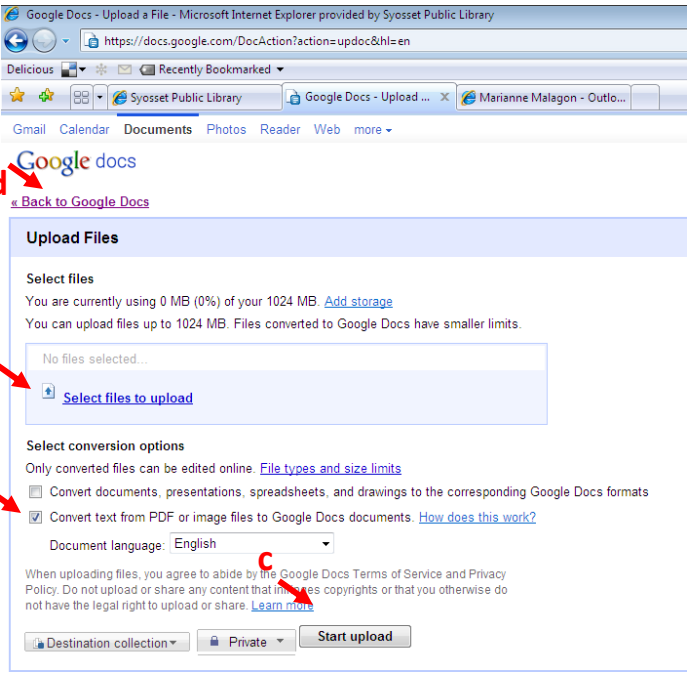
<p><b>Step 1</b>                  Click the browse button and locate your pdf file on your USB drive or floppy disc</p>	 <p>The screenshot shows the 'PDF to Word' website interface. At the top, it says 'free!' and 'PDF to Word™'. Below that, it states 'The Most Accurate PDF-to-Word Converter'. A small paragraph explains the technology. To the right is a logo with a globe and 'PDF' and 'Word' labels. Below this is a three-step process: Step 1: Select PDF to convert (with a 'Browse...' button), Step 2: Convert PDF file to (with radio buttons for .DOC and .RTF), and Step 3: Email file to (with a 'Convert' button and a checkbox for 'Receive PDF to Word news from Nitro').</p>
<p><b>Step 2</b>                  Leave the selection on .DOC. (If it switched to RTF, click DOC to change it).</p>	 <p>This part of the screenshot shows three green boxes with white text. The first box says 'Create High-quality, Easier-to-edit Word Files Totally Free.' with a 'Word' icon and a ribbon. The second box says 'Layout Pages Using Microsoft Word Formatting Tools.' with a 'Word' icon and a pen. The third box says 'Accurately Reproduce Graphics and Maintain Image Fidelity.' with a 'PDF' and 'Word' icon and a house. Below each box is a small paragraph of text.</p>
<p><b>Step 3</b>                  Enter your email address to convert the file. Do not check the checkbox unless you wish to get email from this website. Click Convert.</p> <p>The next screen tells you that your document is converting and to check your email. Be sure to check your junk folder. You don't have to add their email address to your book unless you plan to use this again.</p>	 <p>This part of the screenshot shows the conversion progress. It features a large blue ribbon with a 'Word' icon and a ribbon. Below it, there is a paragraph of text explaining the accuracy of the conversion. To the right, there is a paragraph of text explaining the layout and graphics tools. At the bottom, there is a paragraph of text explaining the image fidelity.</p>

Sign into your email and open the message from pdfword.com. Open the attached Word file and Save it to your floppy disc or USB drive. (You can use the same name as the PDF file).

\*When saving, choose "Save As..." and change the file type to 97-2003, so that people with older computers can open your file. At this time, if you want to make a RTF copy (for people with WordPerfect or Works) you can also save your resume as an RTF file.

Continue to Step 7.

6b. Using Google Docs. In Internet Explorer or Firefox, go to [www.google.com](http://www.google.com).

<p><b>Step 1</b>          In the upper right hand corner, click Sign In, and log into your account. Once you are logged in, from the More menu in the middle of the screen, choose Documents.</p>	
<p><b>tep 2</b>          Click on Upload, in the upper left corner.</p>	
<p><b>Step 3</b></p> <ol style="list-style-type: none"> <li>Check the box marked "Convert text from PDF to Google Docs documents."</li> <li>Select file to upload</li> <li>Start upload</li> <li>Click "Back to Google Docs"</li> </ol>	

The document is now in your list of Google docs. Click on it to open. You can choose to use or edit the Google Document (very similar to Word) or you can copy all the text and paste it into Microsoft Word.

- Once you are working in Microsoft Word (or Google Docs), you can
  - Add sections to your resume that weren't included, such as "Activities"
  - Change formatting, such as Font style, Size, Center text, etc.

If you are new to Microsoft Word and are nervous about making changes to the original, make a copy to practice with, so that you can always go back to the original version. Then save only the version(s) you plan to use. You also can save different resumes for different jobs, such as one that highlights your banking experience, and another that highlights your accounting experience, or two different objectives.

- When you have completed these changes, click Save once more.
- Print a few copies to take home and review and proofread carefully.

This concludes the How to Create a Resume class. From here you should be able to work on your own, with books on Microsoft Word and resume writing books.