

Working with Cypress Resume

Saving the Resume - Heading off disaster

On the Home screen, there are no prompts to create an account. Rather, the instructions encourage you to begin a resume. Many people will launch into the resume without thinking about what should happen if they can't finish or if their session is interrupted.

We have discovered that it is not possible to save a resume until you get to the final step (Step 3). However there are only a couple of elements that **must** be addressed in order to click through to Step 3 (many elements can be left blank).

There are certain required fields on Step 1 (starred in red) that must be filled in. In Step 2, it is necessary to do the Job Title Search, and select a specific job in order to get to a "Next" button. If the patron is in a hurry, just pick any job (it can be changed later).

Once Step 3 has been reached, there are prompts to save the document. When the "Save" button is pressed, there is a prompt to create an account so the document can be retrieved and edited at a later time.

Downloading the Resume - Which file format to choose

We have found that saving the file as a PDF produces a better-looking resume in terms of formatting. While a PDF file is non-editable, if corrections need to be made, they are easily done through the Cypress software.