

# Resume and Job Searching Resources

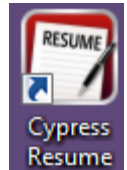
## 1 Job Search Websites

On all patron computers, there is a shortcut labeled **Job Search Websites** (pictured at right). This is a good resource for patrons looking for jobs.



## 2 Cypress Resume

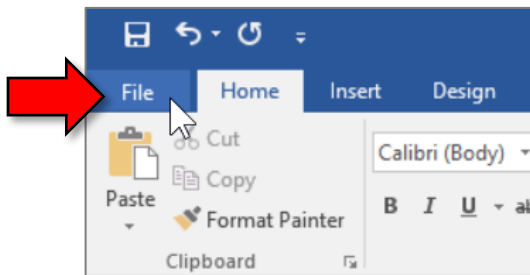
In June 2015, the library obtained a grant that allowed it to purchase resume writing software called **Cypress Resume**. There is an icon on the Desktop of each patron machine for this software (shown at right). The service can also be accessed from home by going to <http://www.cypressresume.com/>. Home users must use their library card barcode number to login.



## 3 Microsoft Word Templates

You can search the Microsoft Word template gallery for resume templates. This requires an Internet connection.

1. Open Word.
2. Click the **File** tab.



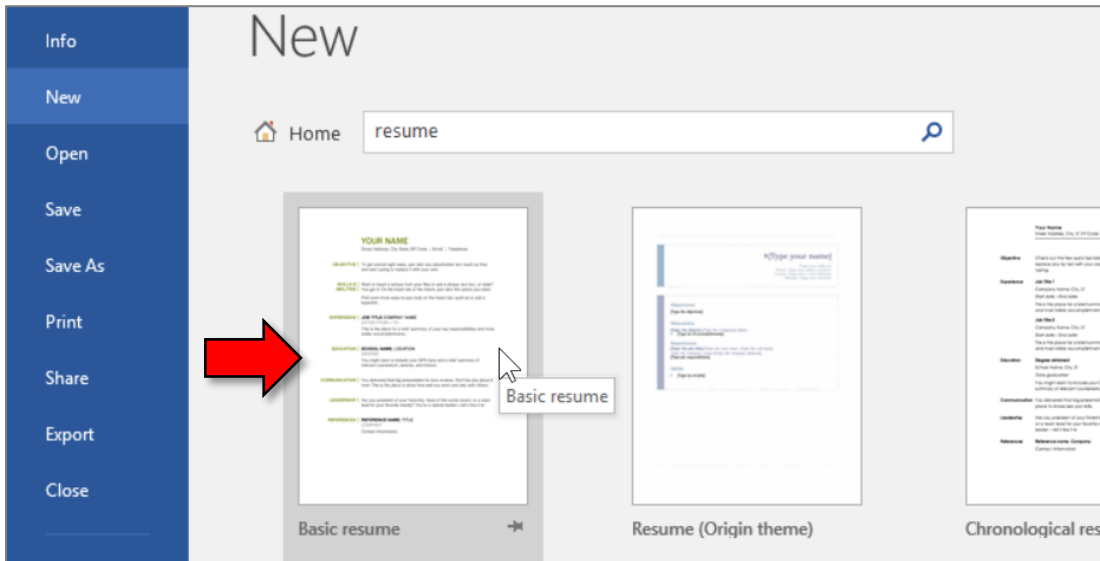
3. Click New.



4. Type “resume” into the search box and press Enter.



5. Click on the template you want to use.



6. A large preview of the template appears. Click the “Create” button.

