

## Books that help:

*Resume writing made easy : a practical guide to resume preparation and job search* / Lola Brown. [650.142 Bro]

*Make job loss work for you : get over it and get your career back on track* / Richard S. Deems [650.14 Dee]

*Resumes that knock 'em dead* / Martin Yate. [650.14 Yat]

*Amazing resumes : what employers want to see-- and how to say it* / Jim Bright and Joanne Earl. [650.142 Bri]

*Expert resumes for military-to-civilian transitions* / Wendy S. Enelow and Louise M. Kursmark. [650.142 Ene]



The path to a new career.

The library has many books on preparing resumes with examples. These books are located in Aisle D, call number 650.14

## Other sources:

Good Will Foundation has excellent resume, cover letter and interview skills tutorials. [www.gcflearnfree.org](http://www.gcflearnfree.org)

Career Library has an online resume builder. This is part of NCLIVE, use your library card to access.

Resume Net <http://www.resumenet.com/>

Harnett County Public Library Website – [www.harnett.org/library](http://www.harnett.org/library) Select Job Links -- this will take you to our Job Opportunities page with links to the Employment Security Commission website, Harnett County jobs, North Carolina state jobs, and Wake County jobs

## Harnett County Public Library

POB 1149 / 601 Main Street  
Lillington, NC 27546

Phone: 910-893-3446  
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<http://www.harnett.org/library>

# Resume



## Harnett County Public Library

<http://www.harnett.org/library>

## You start by gathering information:

Most resumes require specific information about you, your work experiences and education. You should have this information before you begin.



Gather all the information to include in the resume.

⇒ Previous work experiences including job title, employer name/address/phone, dates, duties and achievements.  
⇒ Education; schools you attended including date of attendance, address, phone, awards and certifications.

⇒ Objective is needed in the resume if you are not providing a cover letter. An

objective can convince employers that you know what you want to do and are familiar with the field.

- ⇒ List of skills may be included. Computer skills are great if used in the job.
- ⇒ References are individuals the prospective employer may contact who will recommend you for a position.

## Now to the computer:

Using the resume wizard in Microsoft Word is the simplest way to customize the formatting of a resume. This is an example using Word 2007 and a simple resume.

1. Open **Word**.
2. Click on **office button** in the top left corner.
3. Select **NEW**
4. Scroll down the list of templates and select **installed templates**. In the public library you can only use templates already installed on the computer. At home you may use other templates that will download and install on the computer.
5. Select **Original Resume** This is the style of the resume we are using today.
6. This is a good time to save your blank resume. If you are in the library save to removable media to take home.
7. This resume only has one place for education and experience. You will need to **copy and paste** additional education and experiences depending on how many you need. [save after making changes]
8. Now you are ready to enter your information.

## Your Information:

- ⇒ Replace the NAME with your name.
- ⇒ Click on the fields in brackets such as [type your address] and follow the directions.
- ⇒ Remove fields that you do not need.
- ⇒ Remember to save often



When finished you need to select print preview then print.

This is a basic resume.  
There are other templates available