Cypress Resume

Quick and easy ~ High quality ~ Resumes & cover letters

Cypress Resume

- Cypress Resume is an eResource that helps you put together resumes, cover letters and reference sheets that will give you a leg up in the job market.
- The site will give you basic style and content templates that you can then use or edit to your own experience.
- The site is available in English and Spanish.

Your Account

Creating an account allows you to save all the resumes, cover letters and references that you made. You can then access them on different devices so long as you have an internet connection.

To create:
1. Select "Login" on the top right
2. Enter your library card number
3. In the "Manage My Profile" box, select "Login"
4. In the "Create Profile" box, input your email and password and select "Create"

To login:

Instead of #4 from above→ in the "Profile Login" box, input your email and password and select "Login"

Resume

1. Select a style template
2. Fill out the forms as much as possible (fill out every field that has a * beside it).
3. Choose the type of job you are creating your resume fore
4. Add in all your statements and skills
5. Save, edit, download of publish your resume

*You can make as many resumes as you need and <u>only</u> resumes can be published.

Cover Letter

If you have a resume started, you will be asked if the cover letter is for the same job.

1. Select a style template from the 4 offered

2. Take the letter as is or select "edit" to adjust it.

3. Save, edit or download your cover letter

*Cover letters cannot be published.

References

1. Enter your name and contact information

2. Fill out your references information (fill out every field that has a * beside it)

3. Save, edit or download your reference sheet

*References cannot be published.

Questions?

Any questions, comments or concerns are welcome. Please feel free to contact:

Samantha Mercer

Digital Learning & Outreach Librarian

smercer@peacelibrarysystem.ab.ca