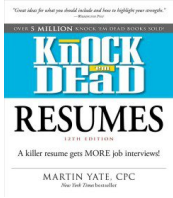


Tailored Skills



Learn: How to Create a Strong Resume

Books and Materials

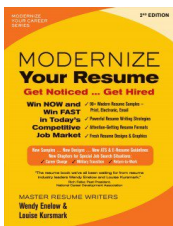


Knock 'em dead resumes : A Killer Resume Gets More Job Interviews!

by Martin John Yate

The latest edition of a vital job-hunting resource provides a number of high-quality sample resumes to

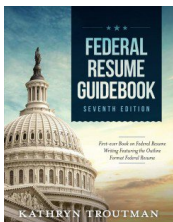
use as templates and show what to do and what not to do. Includes plenty of resume-writing tips.



Modernize your resume : get noticed ... get hired

by Wendy S Enelow

This book shows job seekers how to craft winning job search documents for today's competitive and technology-driven employment market.

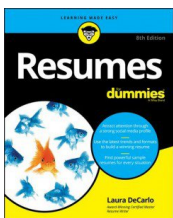


Federal Resume Guidebook : First-Ever Book on Federal Resume Writing Featuring the Outline Format Federal Resume

by Kathryn Troutman

Explains how to tailor a resume for a government job and gives advice on

other parts of the application process.



Resumes

by Laura DeCarlo

Outlines steps to creating a resume, including special advice for handling employment gaps, job hopping and lack of experience; explains how to keep your resume up with the current culture; details applicant-tracking systems; and much more.

Online Library Resources

Job Seekers

The Job Seekers page on Metrolibrary.org walks you step-by-step through the process of gathering information and writing a resume. It includes resume templates and worksheets to help you get started. You can also find information on related library programs.

metrolibrary.org/jobresources



JobNow

JobNow features job and career resources such as

chatting with a live job coaching expert, resume and cover letter templates, interview tips, expert resume review, and more.



LearningExpress Library

This database will help you prepare for academic, civil

service, military, professional licensing, and certification exams. Tutorials and practice tests cover such school-related tests like AP courses, GED, ACT, SAT, PSAT/NMSQT, TOEFL, GRE, LSAT, GMAT, MCAT; career-related tests like the ASVAB, CDL, NCLEX-RN, allied health exams, civil service exam, EMT-Basic, and law enforcement exams; and they can help prepare for the USCIS Naturalization test.



LinkedIn Learning

LinkedIn Learning (formerly known as Lynda.com) contains thousands of self-paced online courses that you can use to learn

more a variety of skills. NOTE: To sign in, use your last name as your PIN.

Your learning made to fit.



Tailored Skills



Learn: How to Create a Strong Resume

Online Resources

DigitalLearn.org Creating Resumes

This short 21-minute online course teaches you how to create and edit resumes in Microsoft Word.

Careeronestop.org

Careeronestop.org is sponsored by the U.S. Department of Labor. It provides a variety of resources for career exploration, training and jobs. The resumes and application section includes a resume guide, tips for writing and formatting, sample resumes and FAQs.

Indeed 6 Universal Rules for Resume Writing (with Video)

The fundamental principles of resume writing have remained constant for generations, but evolving technologies mean more aspects of the application and hiring processes take place online than ever before. By staying up to date with current best practices, you're better able to put your resume to work for you. This article discusses six universal rules to keep in mind as you create or update your resume.

Glassdoor - How to Write a Resume

Writing a resume can be intimidating. This guide will take you through all the essential steps to structuring, formatting and editing your resume.

Community Resources

Central Oklahoma Workforce Innovation Board

WIOA Programs provide a combination of education and training services to prepare people for work and improve employment prospects. Services may include resume preparation, job search assistance, training/education assistance, and connections to various other resources.

Oklahoma Employment Securities Commission - Job Seekers

The OESC is here to help job-seeking Oklahomans of all kinds. Use these resources to jump-start your career search, refine your resume skills, and browse openings across the state.

Goodwill Industries Job Connection Center

The Job Connection Center is open from 9 AM - 2 PM. Staff there can assist with job searches, resumes and basic computer training. The Center also offers free access to computers for use in the job search process and career fairs.