

# Creating a Resume in Career Transitions at Indy PL

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Michael Starks ([mstarks@indypl.org](mailto:mstarks@indypl.org) | 317-275-4104)

- Your Flash Drive Files: <http://bit.ly/IndyPLResumes>
- Job Center at Central Library: 12:00-5:00 every Sunday and 5:00-8:00 every Monday, Tuesday & Wednesday.
- Computer Class Schedule: <http://bit.ly/IndyPLComputers>



Indy's source of free digital training for everyone



The **Free** Flash Drive for this Class Was Made Possible by Friends of the Library through gifts to **The Indianapolis Public Library Foundation**

# Before starting a job search, we will need...

1. Basic computer knowledge.
2. A “grown-up” email address that you know the password for.
3. A goal – what kind of job do you want?
4. Know yourself: What do you like to do? What are you good at?
5. 3 people who agreed to be a reference and will say good things about you.
6. A starter resume – your master copy from which you’ll make customized resumes.

**Why do I need to create customized resumes? Can't I just use one for all my applications?**

**Who's the first  
person who will  
read your  
resume?**

**Trick question. The answer isn't a person.**



**A computer program will scan your resume, compare its wording to the job description, and score your resume.**

How to improve your chances of a high score:

- Keep formatting simple.
- Nail the correct keywords from the job description.
- Use spell-check.

## Today's Class

- Learn where to find Career Transitions Database.
- Write and save a starter resume.
- Review other sections of CT.



Go directly to [www.ilibrary.org](http://www.ilibrary.org).

Or go to [www.indypl.org](http://www.indypl.org) and click  
“Articles & Databases”

|           |            |
|-----------|------------|
| Wednesday | 10am – 8pm |
| Thursday  | 10am – 6pm |
| Friday    | 10am – 5pm |
| Saturday  | 10am – 5pm |
| Sunday    | 12pm – 5pm |



The  
BOOKS, MOVIES AND MUSIC FOR THE WHOLE FAMILY  
Entertainment

Books, Movies & Music | Catalog | Kids' Collection  
eBooks & eAudiobooks | eVideo | eMusic | eMagazines  
Staff Picks | Most Popular | Reader Blogs | Teen Scene

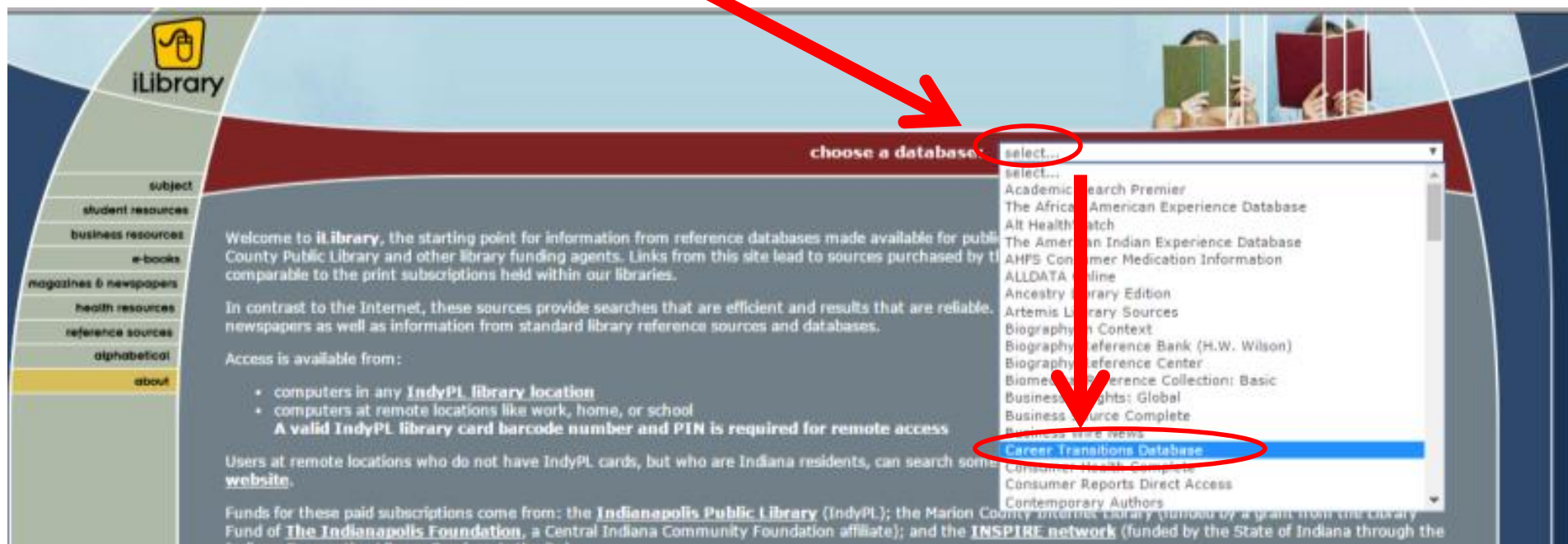
The  
TO POINT YOU IN THE RIGHT DIRECTION  
Resources

Events & Workshops | Job Center | Info Guides  
**Articles & Databases** | Homework Help  
Connect with Us | Digital Collections

USING YOUR LIBRARY

- » About Your Library
- » Getting a Library Card
- » The Learning Curve

# Select "Career Transitions Database"



The screenshot shows the iLibrary website interface. On the left is a navigation menu with categories: subject, student resources, business resources, e-books, magazines & newspapers, health resources, reference sources, alphabetical, and about. The main content area features a welcome message and information about remote access. A dropdown menu titled 'choose a database' is open, displaying a list of databases. A red arrow points from the top of the page to the dropdown menu, and another red arrow points from the dropdown menu to the 'Career Transitions Database' option, which is highlighted in blue. The list of databases includes: Academic Search Premier, The African American Experience Database, Alt Health Watch, The American Indian Experience Database, AHPS Consumer Medication Information, ALLDATA Online, Ancestry Library Edition, Artemis Library Sources, Biography in Context, Biography Reference Bank (H.W. Wilson), Biography Reference Center, Biomedical Reference Collection: Basic, Business Insights: Global, Business Source Complete, Business World News, Career Transitions Database, Consumer Reports Complete, Consumer Reports Direct Access, and Contemporary Authors.

**choose a database**

- select...
- select...
- Academic Search Premier
- The African American Experience Database
- Alt Health Watch
- The American Indian Experience Database
- AHPS Consumer Medication Information
- ALLDATA Online
- Ancestry Library Edition
- Artemis Library Sources
- Biography in Context
- Biography Reference Bank (H.W. Wilson)
- Biography Reference Center
- Biomedical Reference Collection: Basic
- Business Insights: Global
- Business Source Complete
- Business World News
- Career Transitions Database**
- Consumer Reports Complete
- Consumer Reports Direct Access
- Contemporary Authors

Welcome to **iLibrary**, the starting point for information from reference databases made available for public use by the Marion County Public Library and other library funding agents. Links from this site lead to sources purchased by the library, which are comparable to the print subscriptions held within our libraries.

In contrast to the Internet, these sources provide searches that are efficient and results that are reliable. The library also provides newspapers as well as information from standard library reference sources and databases.

Access is available from:

- computers in any **IndyPL library location**
- computers at remote locations like work, home, or school

**A valid IndyPL library card barcode number and PIN is required for remote access**

Users at remote locations who do not have IndyPL cards, but who are Indiana residents, can search some of these sources from the **website**.

Funds for these paid subscriptions come from: the **Indianapolis Public Library** (IndyPL); the Marion County Internet Library (supported by a grant from the library Fund of **The Indianapolis Foundation**, a Central Indiana Community Foundation affiliate); and the **INSPIRE network** (funded by the State of Indiana through the Indiana Department of Education, Office of the State Librarian).

**Create an account so you can save your work in CT.**

GET A NEW JOB

**Get help using the website**

[Take a tour of Career Transitions](#)

SEARCH JOBS, INTERNSHIPS,

**Search for Jobs on indeed.com**

Job Title  City, State, or Zip Code

All Jobs

WRITE A RESUME

Write a resume to send to employers

WRITE A COVER LETTER

Prepare a cover letter to send with your resume

TIPS & ADVICE

Get tips about resumes, applying, and interviews

INTERVIEW SIMULATION

Prepare for job interviews with our interview simulation

**Write a Resume**

DISCOVER A NEW CAREER

**Get help deciding what job or career is best for you.**

ASSESS YOUR CAREER INTERESTS

BROWSE CAREER PATHS

MATCH EXPERIENCE TO NEW CAREERS

Find Schools & Programs

FEATURED VIDEOS

# Click “WRITE A RESUME”

SEARCH JOBS, INTERNSHIPS, & MORE

All Jobs Job Title City, State, or Zip Code Search

**WRITE A RESUME**  
Create a resume to send to potential employers

**WRITE A COVER LETTER**  
Prepare a cover letter to send with your resume

**TIPS & ADVICE**  
Get tips about resumes, applying, and interviews

**INTERVIEW SIMULATION**  
Prepare for job interviews with our interview simulation

DISCOVER A NEW CAREER

ASSESS YOUR CAREER INTERESTS BROWSE CAREER PATHS MATCH EXPERIENCE TO NEW CAREERS Find Schools & Programs

The Daily Leap

[Daily Leap Career Video of the Week: 6 Actions You Can Take Every Day to Build Your Self-Confidence](#)  
Each week we present our Daily Leap Career Video of the Week. The video we share presents news or advice related to career.

FEATURED VIDEOS

# Click “Get started”

## GETTING STARTED



### Build Resume

Use the sections on the right to create your resume step-by-step. You can **Get Help** and find tips and examples in each section. [Get started](#)



### Resume Examples

To help you find the right words and approach, we have sample resumes and bullet points based on industry and experience. You can save examples to **Resume Quick Reference** to use as you build your resume. [Go to resume examples](#)

## Resume Home

Contact Info

Summary

Experience

Skills

Education

Memberships & Affiliations

Awards & Honors

References

# All the parts of your resume are in the blue panel on the right.

Dark blue means  
"You are here"



[Resume Home](#)

Contact Info

Summary

Experience

Skills

Education

Memberships & Affiliations

Awards & Honors

References

Click to jump to another  
section of your resume

Click here before  
logging out of CT



Preview & Download  
Resume

[My Resume Examples](#) [\(?\)](#)

A list of links to the  
examples that you saved

# WORK ON RESUMES

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# First part is Your Contact Info.

[Home](#)[Get a Job](#)[Explore Careers](#)[Tips & Advice](#)[Write a Resume](#)[Resume Examples](#)

## YOUR CONTACT INFO

[Why This Is Important](#)[Resume Ho](#)

Including complete contact information will give employers multiple ways to contact you for follow-up.

Name

*Ex. William L. McCullers, Jr.*

Address 1

*Ex. 54321 Shady Lane Road*

[Contact In](#)[Summary](#)[Experienc](#)[Skills](#)[Education](#)



## YOUR CONTACT INFO

[Why This Is Important](#)

[Resume Home](#)

Including complete contact information will give employers multiple ways to contact you for follow-up.

|                   |   |  |
|-------------------|---|--|
| Name              | <input type="text" value="Michael H. Starks"/>                        |  |
| Address 1         | <input type="text" value="40 East St. Clair St"/>                     |  |
| Address 2         | <input type="text" value="Ex. Apt. 12"/>                              |  |
| City              | <input type="text" value="indianapolis"/>                             |  |
| State             | <input type="text" value="IN"/>                                       |  |
| Zip               | <input type="text" value="46204"/>                                    |  |
| Phone 1           | <input type="text" value="317-275-4104"/>                             | Ext <input type="text" value="Ex. 249"/> |
| Phone 2           | <input type="text" value="Ex. 555-123-4567"/>                         | Ext <input type="text" value="Ex. 598"/> |
| Email             | <input type="text" value="mstarks@indypl.org"/>                       |  |
| Professional link | <input type="text" value="Ex. http://www.linkedin.com/in/sashacoin"/> | <a href="#">Get Help</a>                 |

- [Contact Info](#) ✓
- [Summary](#) ✓
- [Experience](#) ✓
- [Skills](#)
- [Education](#)
- [Memberships & Affiliations](#)
- [Awards & Honors](#)
- [References](#)

[Preview & Download Resume](#)

[My Resume Examples \(2\)](#)

[Save](#)

**Click the Save button**

**Carefully read what you wrote!**

[What can I do here?](#)

## YOUR CONTACT INFO

[Why This Is Important](#)

[Resume Home](#)

 Michael H. Starks  
 40 East St. Clair St.  
Indianapolis, IN 46204  
 317-275-4104  
 mstarks@indypl.org

[Edit](#)

**Is it perfect? Click  
“Go to Next Section”**

[Go to Next Section](#)

**Did you find a  
mistake? Click Edit**

[Skills](#)

[Education](#)

[Memberships & Affiliations](#)

[Awards & Honors](#)

[References](#)

[Preview & Download  
Resume](#)

[My Resume Examples \(2\)](#)

**Carefully read what you wrote!**

[What can I do here?](#)

## YOUR CONTACT INFO

[Why This Is Important](#)

[Resume Home](#)

Michael H. Starks  
49 East St. Clair St.  
Indianapolis, IN 46204  
317-275-1104  
mstarks@indypl.org

[Edit](#)

**Did you find a mistake? Click Edit**

**On average, the hiring manager spends 15-30 seconds reading your resume.**

**One tiny mistake is enough to get your resume tossed into the wastebasket!**

[Go to Next Section](#)

Skills

Education

Memberships & Affiliations

Awards & Honors

References

[Review & Download](#)

**Fix what's wrong and carefully read it again.**

[What can I do here?](#)

Including complete contact information will give employers multiple ways to contact you for follow-up.

|                   |   |                          |
|-------------------|---|--------------------------|
| Name              | Michael H. Starks                               |                          |
| Address 1         | 40 East St. Clair St                            |                          |
| Address 2         | <i>Ex. Apt. 12</i>                              |                          |
| City              | Indianapolis                                    |                          |
| State             | IN  |                          |
| Zip               | 46204   |                          |
| Phone 1           | 317-275-4104                                    | Ext <i>Ex. 249</i>       |
| Phone 2           | <i>Ex. 555-123-4567</i>                         | Ext <i>Ex. 598</i>       |
| Email             | mstarks@indypl.org                              |                          |
| Professional link | <i>Ex. http://www.linkedin.com/in/sashacoin</i> | <a href="#">Get Help</a> |

### Resume Home

- Contact Info ✓
- Summary ✓
- Experience ✓
- Skills
- Education
- Memberships & Affiliations
- Awards & Honors
- References

Preview & Download  
Resume

[My Resume Examples \(?\)](#)


**Always  
Click Save!**


Save


## YOUR CONTACT INFO


[Why This Is Important](#)




[Resume Home](#)

 Michael H. Starks [Edit](#)

 40 East St. Clair St  
Indianapolis, IN 46204

 [317-275-4104](tel:317-275-4104)

 [mstarks@indypl.org](mailto:mstarks@indypl.org)

- Contact Info 
- Summary 
- Experience 
- Skills
- Education
- Memberships & Affiliations
- Awards & Honors
- References

**Is it perfect? Click  
“Go to Next Section”**

Go to Next Section

Preview & Download  
Resume

My Resume Examples (2) 

## SUMMARY

[Rename this section](#)

You can rename this section “OBJECTIVE” or “CAREER GOAL”

Apply my education and experience in digital literacy, teaching, and team leadership in an instruction management position at a progressive library.

[Get](#)

**In your Summary, tell the employer:**

- 1. The job you want.**
- 2. What sets you apart – a skill, an attitude, or something that others say you’re good at.**
- 3. Your desire to make the employer successful.**

## Summary example

- Seeking a challenging position in the hospitality industry where I can apply my people skills and contribute to business success.

## Summary examples

- Outgoing team player seeking a challenging position in customer service.
- Reliable, caring individual seeking an opportunity in health care.



# Put Experience first unless you have a gap of 1 year or longer

[Download Resume](#) [Print Resume](#) [Download References](#)

Which section do you want to put first?

Work Experience  Skills  Education

## MICHAEL H. STARKS

40 East St. Clair St  
Indianapolis, IN 46204  
[317-275-4104](tel:317-275-4104)  
[mstarks@indypl.org](mailto:mstarks@indypl.org)

### SUMMARY

Apply my education and experience in digital literacy, teaching, and team leadership in an instruction management position at a progressive library.

### EXPERIENCE:

- Supervisor, Computer Instruction -- Indianapolis Public Library, Indianapolis, IN**  
2015 - Present
- Lead team of technology trainers
  - Develop and manage computer instruction curriculum
  - Develop new class techniques

Summary ✓

Experience ✓

Skills

Education

Memberships & Affiliations

Awards & Honors

References

[Preview & Download Resume](#)

[My Resume Examples](#) (?)

# When you're finished, click "Preview & Download Resume"

[Download Resume](#) [Print Resume](#) [Download References](#)

Which section do you want to put first?

- Work Experience  Skills  Education

## MICHAEL H. STARKS

40 East St. Clair St  
Indianapolis, IN 46204  
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  - Develop and manage computer instruction curriculum
  - Develop new class techniques

Summary ✓

Experience ✓

Skills

Education

Memberships & Affiliations

Awards & Honors

References

**Preview & Download  
Resume**

[My Resume Examples](#) (?)

[Write a Resume](#)[Resume Examples](#)[? What can I do here?](#)

## PREVIEW & DOWNLOAD RESUME

[Download Resume](#) [Print Resume](#) [Download References](#)

Which section do you want to put first?

- Work Experience  Skills  Education

### MICHAEL H. STARKS

40 East St. Clair St  
Indianapolis, IN 46204  
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  - Develop and manage computer instruction curriculum
  - Develop new class techniques

## Resume Home

[Contact Info](#) ✓[Summary](#) ✓[Experience](#) ✓[Skills](#)[Education](#)[Memberships & Affiliations](#)[Awards & Honors](#)[References](#)[Preview & Download Resume](#)[My Resume Examples](#) (?)

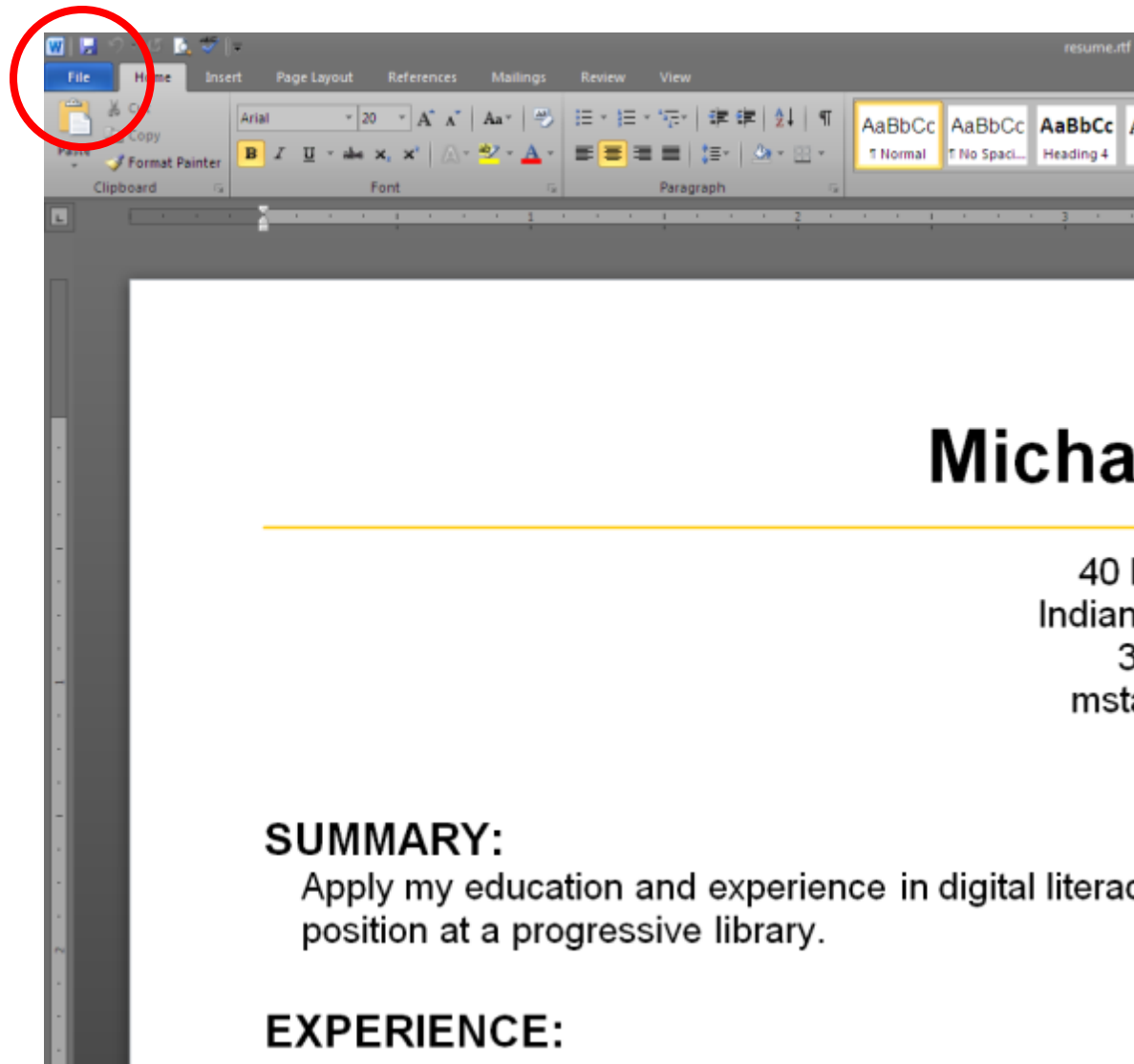
**In the lower left corner of your screen, click the downloaded resume file to open it in Microsoft Word.**



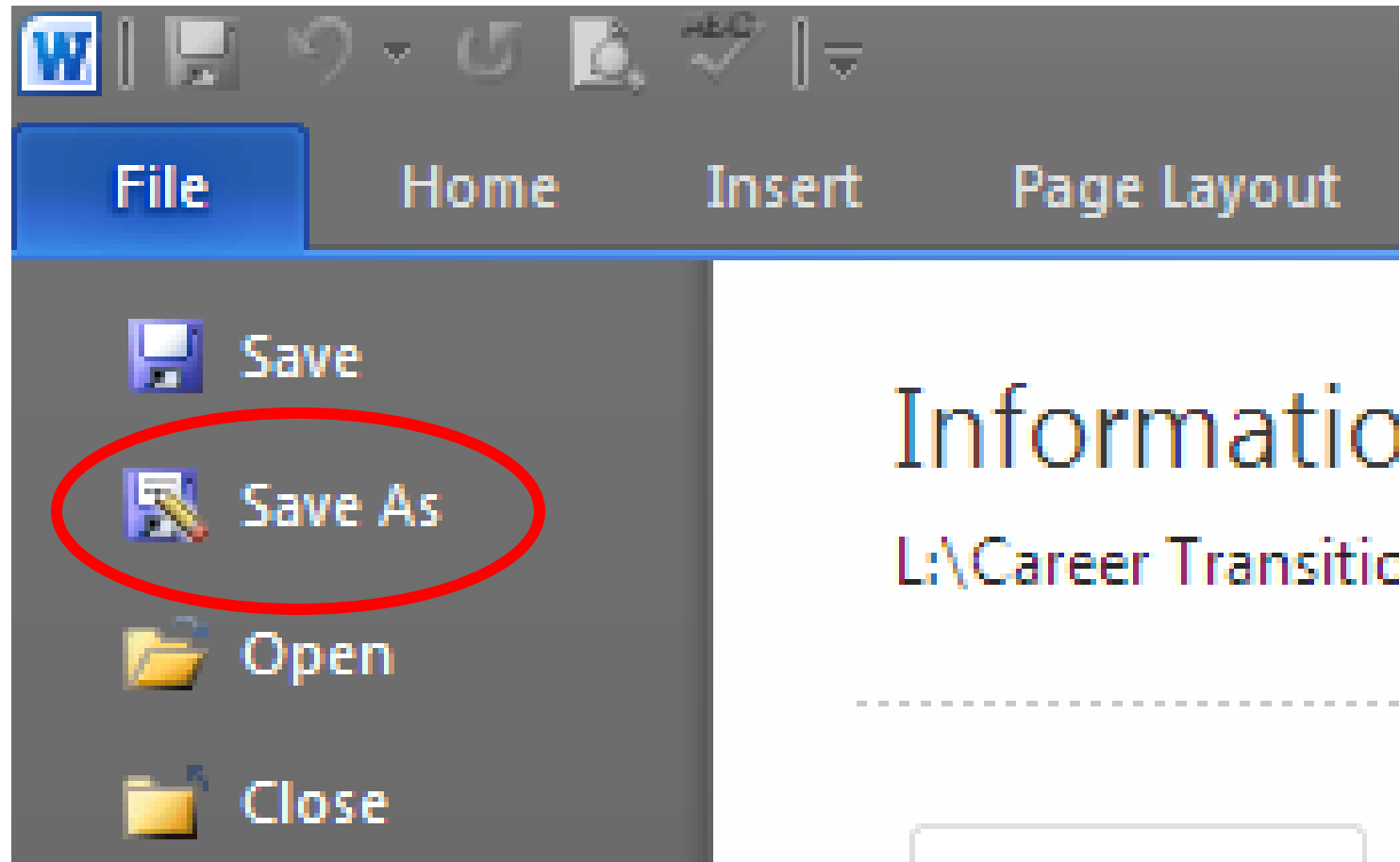
resume.rtf



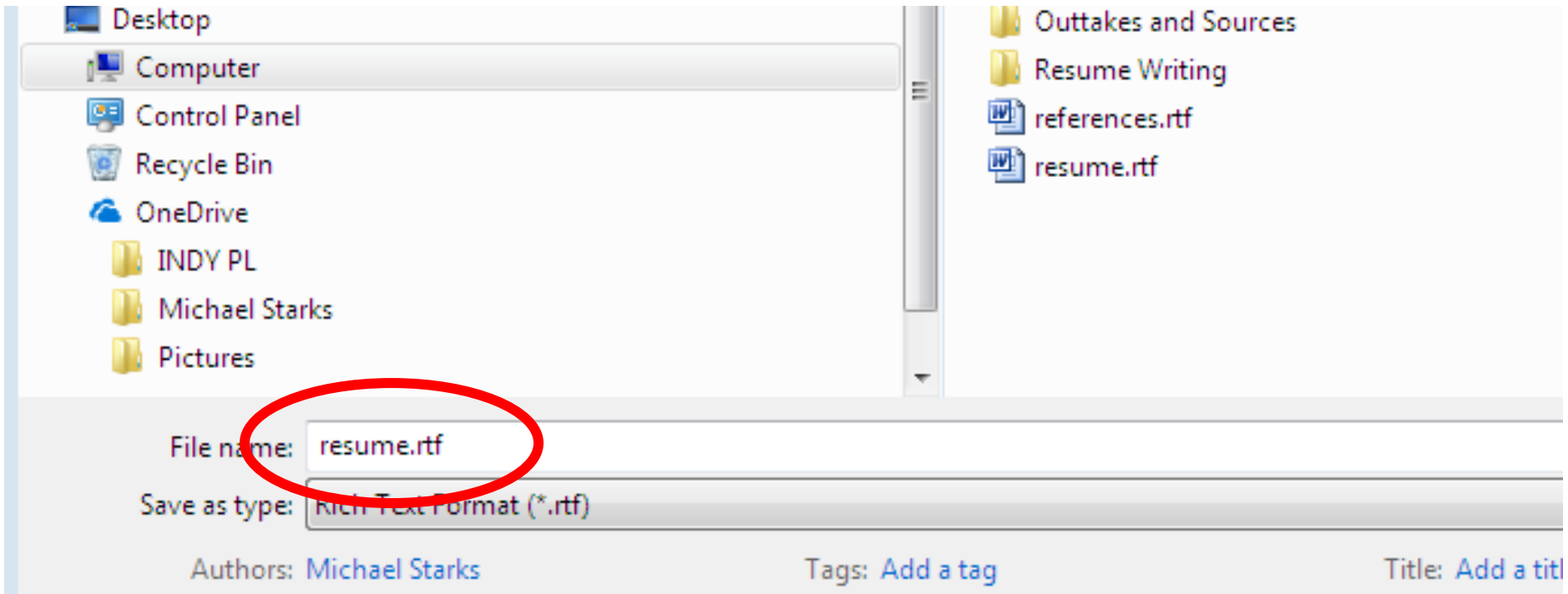
# Click the blue File tab



# Click “Save as”



# Click on the file name to highlight it.



# Change the filename to Your Name Resume.

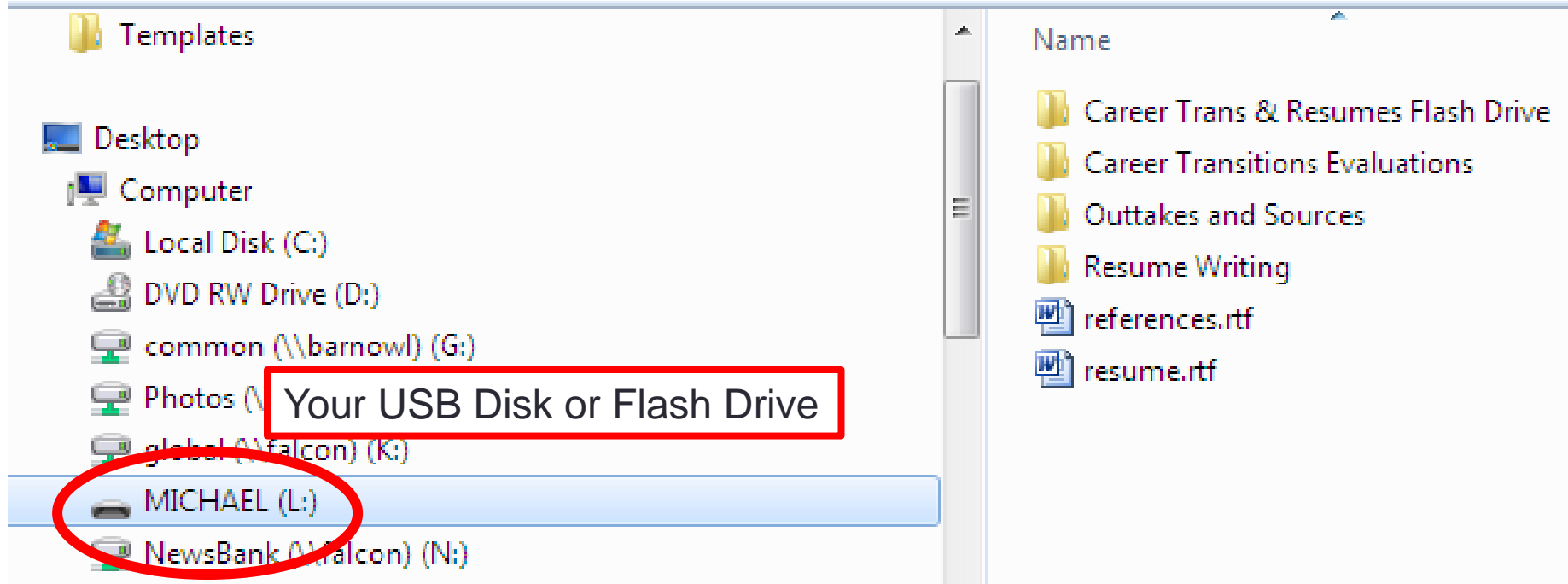
File name: **First Last Resume**

Save as type: Rich Text Format (\*.rtf)

Authors: Michael Starks



**Click once on the name of your flash drive (it might be “USB Disk”).**



# And then click the Save button to save your file to your flash drive.

The image shows a Windows 'Save As' dialog box overlaid on a Microsoft Word document. The dialog box is titled 'Save As' and shows the current location as 'Computer > MICHAEL (L:)'. The file name is 'resume.rtf' and the save type is 'Rich Text Format (\*.rtf)'. The 'Save' button is circled in red. The background document shows the text 'Starks' and 'air St 46204 04 pl.org'.

| Name                              | Date modified       | Type             | Size |
|-----------------------------------|---------------------|------------------|------|
| resume.rtf                        | 2/17/2018 8:42 AM   | Rich Text Format | 4 KB |
| resume (1).rtf                    | 2/15/2018 2:30 PM   | Rich Text Format | 1 KB |
| WordPress Basics                  | 7/18/2017 9:25 AM   | File folder      |      |
| Publisher Basics                  | 11/3/2016 10:06 AM  | File folder      |      |
| OneDrive Class                    | 8/31/2017 10:00 AM  | File folder      |      |
| Mouse & Keyboard                  | 10/4/2017 2:10 PM   | File folder      |      |
| Job Center                        | 1/6/2018 9:07 AM    | File folder      |      |
| Internet Basics                   | 9/23/2016 3:09 PM   | File folder      |      |
| Indy PL at NP12018                | 3/2/2018 7:21 PM    | File folder      |      |
| GoFundMe                          | 10/16/2017 12:55 PM | File folder      |      |
| Fast and Accurate Searching Class | 8/24/2016 1:16 PM   | File folder      |      |
| Facebook for Business             | 12/14/2016 4:40 PM  | File folder      |      |
| Facebook                          | 11/28/2016 3:33 PM  | File folder      |      |
| Excel Intermediate                | 1/9/2018 2:27 PM    | File folder      |      |
| Excel Basics                      | 12/30/2016 8:36 AM  | File folder      |      |
| Email Basics                      | 12/15/2016 4:35 PM  | File folder      |      |
| DIY WordPress Basics              | 8/20/2016 5:07 PM   | File folder      |      |
| Digital Couponing                 | 1/16/2018 4:58 PM   | File folder      |      |
| Credit Fraud Protection           | 10/4/2017 2:08 PM   | File folder      |      |
| Computers for Seniors             | 10/19/2017 10:11 AM | File folder      |      |

position at a progressive library.

## EXPERIENCE:

Supervisor, Computer Instruction -- Indianapolis Public Library, Indianapolis, IN  
2015 - Present

- Lead team of technology trainers
- Develop and manage computer instruction curriculum

[Write a Resume](#)[Resume Examples](#)

## PREVIEW & DOWNLOAD RESUME

[Download Resume](#)  [Print Resume](#)  [Download References](#)

Which section do you want to put first?

- Work Experience  Skills  Education

### MICHAEL H. STARKS

40 East St. Clair St  
Indianapolis, IN 46204  
[317-275-4104](tel:317-275-4104)  
[mstarks@indypl.org](mailto:mstarks@indypl.org)

#### SUMMARY

Apply my education and experience in digital literacy, teaching, and team leadership in an instruction management position at a progressive library.

#### EXPERIENCE:

- Supervisor, Computer Instruction -- Indianapolis Public Library**, Indianapolis, IN  
2015 - Present
- Lead team of technology trainers
  - Develop and manage computer instruction curriculum
  - Develop new class techniques

## Resume Home

|                            |   |
|----------------------------|---|
| Contact Info               | ✓ |
| Summary                    | ✓ |
| Experience                 | ✓ |
| Skills                     |   |
| Education                  |   |
| Memberships & Affiliations |   |
| Awards & Honors            |   |
| References                 |   |

[Preview & Download Resume](#)

[My Resume Examples](#) 

# THANK YOU! Please complete your evaluation.

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Michael Starks ([mstarks@indypl.org](mailto:mstarks@indypl.org))

- Resume Class Flash Drive Files: <https://goo.gl/XmJEfi>
- Job Center at Central Library: 12:00-5:00 every Sunday and 5:00-8:00 every Monday, Tuesday & Wednesday.
- Computer Class Schedule: <http://bit.ly/IndyPLComputers>



Indy's source of free digital training for everyone

# RESUME EXAMPLES

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Get ideas and copy text from real resumes.

# Click “Go to resume examples”

## GETTING STARTED



### Build Resume

Use the sections on the right to create your resume step-by-step. You can **Get Help** and find tips and examples in each section. [Get started](#)



### Resume Examples

To help you find the right words and approach, we have sample resumes and bullet points based on industry and experience. You can save examples to Resume Quick Reference to use as you build your resume. [Go to resume examples](#)

## Resume Home

Contact Info

Summary

Experience

Skills

Education

Memberships & Affiliations

Awards & Honors


References

# 16 careers. 3 types of resumes. Click “Little Experience Resume”


Home Get a Job Explore Careers Tips & Advice

Write a Resume Resume Examples What can I do here?


## RESUME EXAMPLES

 Agriculture, Food, and Natural Resources


- [Little Experience Resume](#)
- [Some Experience Resume](#)
- [Lots of Experience Resume](#)
- [Bullet Point Examples](#)

 Architecture and Construction

- [Little Experience Resume](#)
- [Some Experience Resume](#)
- [Lots of Experience Resume](#)
- [Bullet Point Examples](#)

 Arts, Audio/Video Technology, and Communications

- [Little Experience Resume](#)
- [Some Experience Resume](#)
- [Lots of Experience Resume](#)
- [Bullet Point Examples](#)

 Business, Management, and Administration

- [Little Experience Resume](#)
- [Some Experience Resume](#)
- [Lots of Experience Resume](#)
- [Bullet Point Examples](#)

# See a resume that you like? Save it to “My Resume Examples area.”

A screenshot of a resume example. At the top, there is a blue header bar with a white 'x' icon in the top right corner. Below the header, a white box with a blue border contains the text "Click here to save to My Resume Examples area" in blue, underlined font. This box is circled in red. To the left of this box, the resume content is displayed. It includes the name "MARK ROMANO" in blue, followed by the address "531 Northpoint Drive", "Red Wing, MN 55066", the email "mromano@att.net", and the phone number "360.654.1233". At the bottom of the screenshot, there is a paragraph of text starting with "d Design (CAD) Drafting Technologies. Solid foundation in architectural drafting" and "e, technology, and business skills. Known for innovation, attention to detail, and".

[Click here to save to My Resume Examples area](#)

**MARK ROMANO**

531 Northpoint Drive

Red Wing, MN 55066

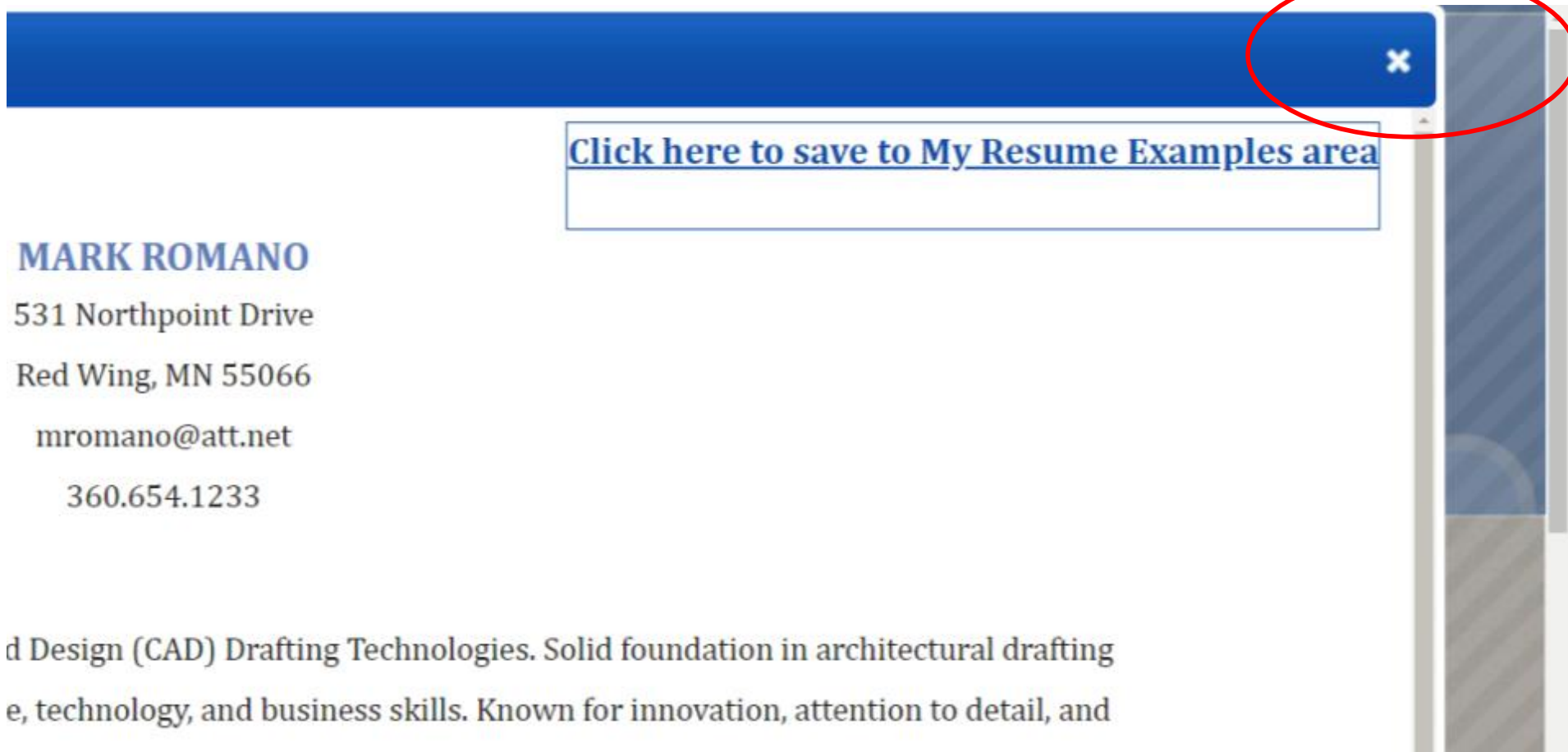
mromano@att.net

360.654.1233

d Design (CAD) Drafting Technologies. Solid foundation in architectural drafting  
e, technology, and business skills. Known for innovation, attention to detail, and



**Click the white x to close the resume example (don't click the back arrow).**

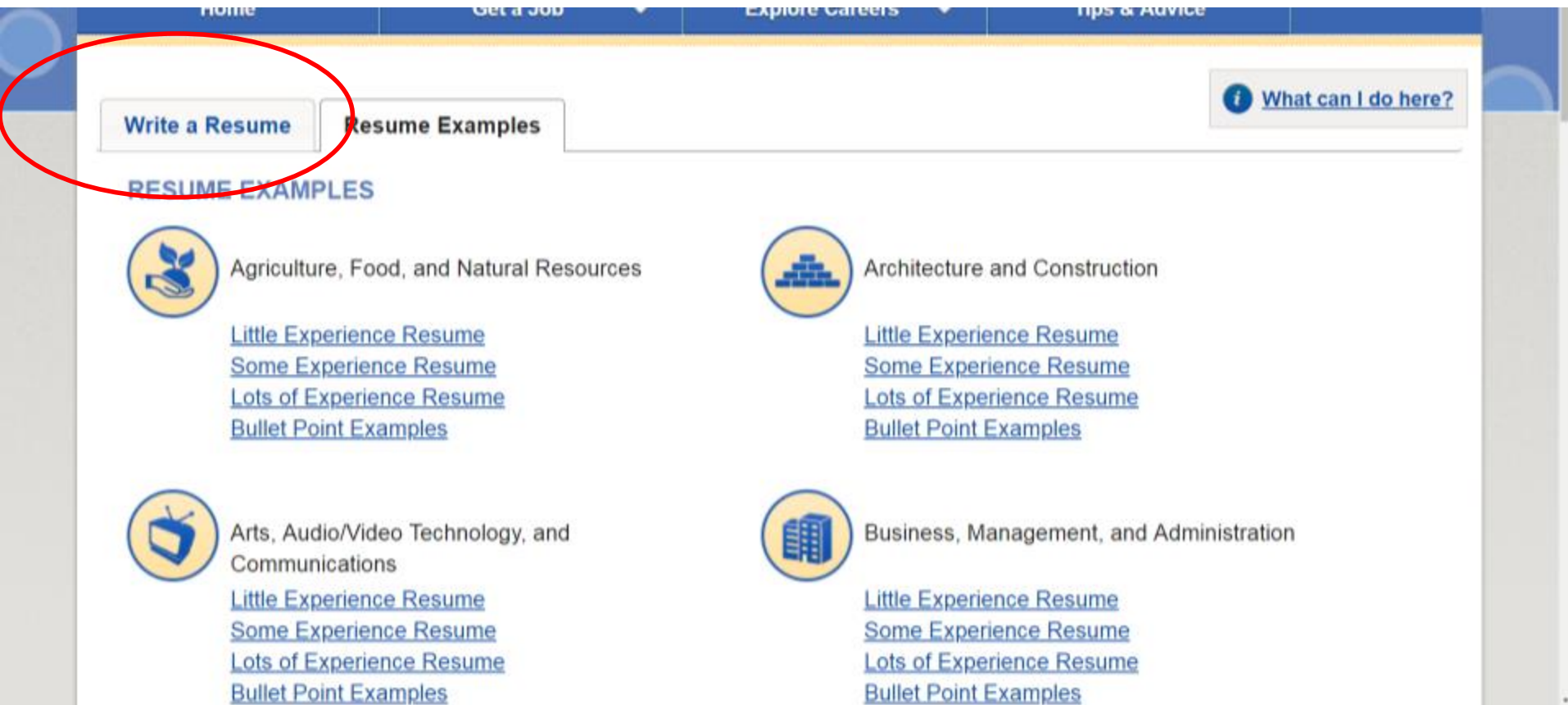


The image shows a screenshot of a resume preview window. At the top right, there is a blue bar with a white 'x' icon, which is circled in red. Below this bar is a button that says "Click here to save to My Resume Examples area". The resume content includes the name "MARK ROMANO" and contact information: "531 Northpoint Drive", "Red Wing, MN 55066", "mromano@att.net", and "360.654.1233". At the bottom, there is a partial sentence: "d Design (CAD) Drafting Technologies. Solid foundation in architectural drafting e, technology, and business skills. Known for innovation, attention to detail, and".

**MARK ROMANO**  
531 Northpoint Drive  
Red Wing, MN 55066  
mromano@att.net  
360.654.1233

d Design (CAD) Drafting Technologies. Solid foundation in architectural drafting  
e, technology, and business skills. Known for innovation, attention to detail, and

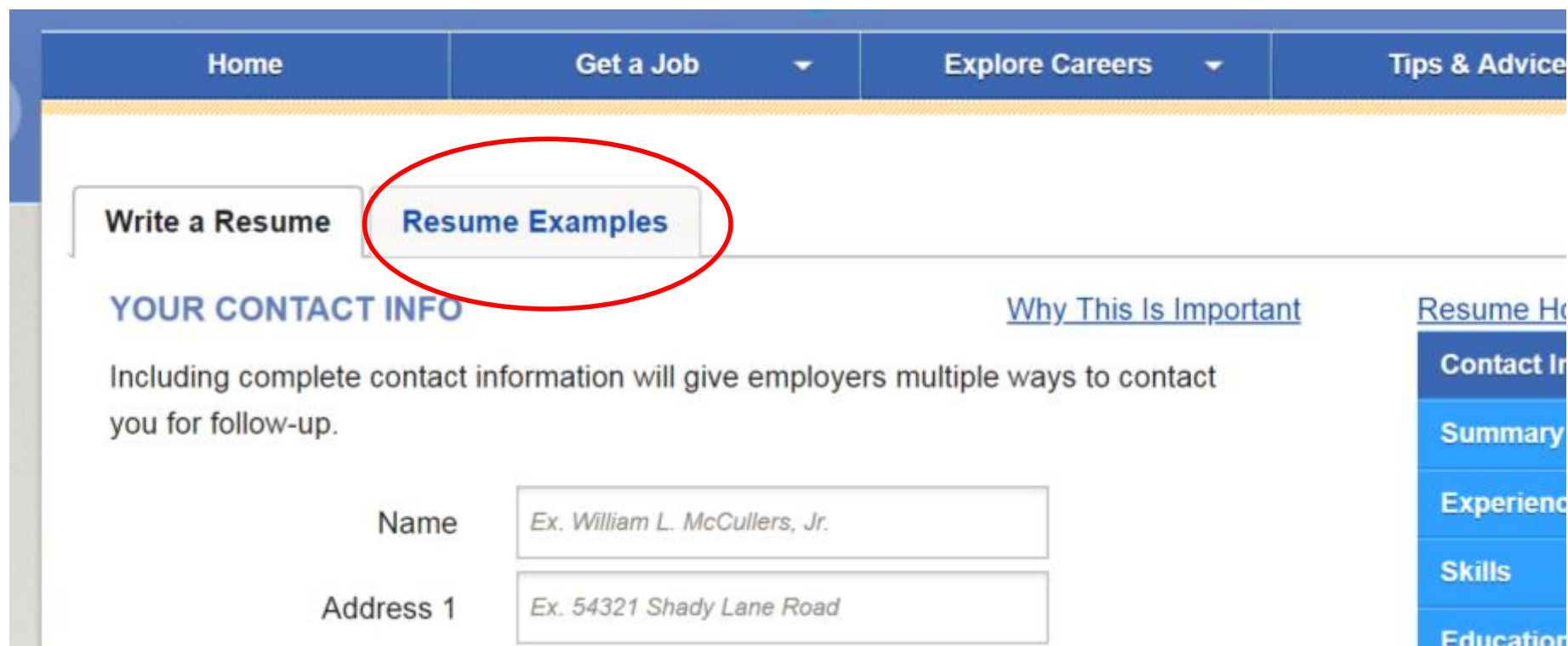
# Click the tab “Write a Resume”



The screenshot shows a website interface with a navigation bar at the top. The navigation bar includes links for "Home", "Get a Job", "Explore Careers", and "Tips & Advice". Below the navigation bar, there are two tabs: "Write a Resume" and "Resume Examples". The "Write a Resume" tab is circled in red. To the right of the tabs, there is a button labeled "What can I do here?". Below the tabs, the section is titled "RESUME EXAMPLES". There are four categories of resume examples, each with a circular icon and a list of links:

- Agriculture, Food, and Natural Resources** (Icon: a hand holding a plant)
  - [Little Experience Resume](#)
  - [Some Experience Resume](#)
  - [Lots of Experience Resume](#)
  - [Bullet Point Examples](#)
- Architecture and Construction** (Icon: a building)
  - [Little Experience Resume](#)
  - [Some Experience Resume](#)
  - [Lots of Experience Resume](#)
  - [Bullet Point Examples](#)
- Arts, Audio/Video Technology, and Communications** (Icon: a television set)
  - [Little Experience Resume](#)
  - [Some Experience Resume](#)
  - [Lots of Experience Resume](#)
  - [Bullet Point Examples](#)
- Business, Management, and Administration** (Icon: a building)
  - [Little Experience Resume](#)
  - [Some Experience Resume](#)
  - [Lots of Experience Resume](#)
  - [Bullet Point Examples](#)

# You can always go back to the Resume Examples while writing your resume.



The screenshot shows a website interface for resume writing. At the top, there is a navigation bar with four items: "Home", "Get a Job" (with a dropdown arrow), "Explore Careers" (with a dropdown arrow), and "Tips & Advice". Below this, there are two buttons: "Write a Resume" and "Resume Examples". The "Resume Examples" button is circled in red. Below the buttons, the page is divided into sections. On the left, there is a section titled "YOUR CONTACT INFO" with a sub-section "Why This Is Important" and a paragraph: "Including complete contact information will give employers multiple ways to contact you for follow-up." Below this are two input fields: "Name" with the example "Ex. William L. McCullers, Jr." and "Address 1" with the example "Ex. 54321 Shady Lane Road". On the right side, there is a vertical navigation menu with a title "Resume Ho" and several items: "Contact In", "Summary", "Experienc", "Skills", and "Education".

Home   Get a Job   Explore Careers   Tips & Advice

Write a Resume   **Resume Examples**

### YOUR CONTACT INFO

[Why This Is Important](#)

Including complete contact information will give employers multiple ways to contact you for follow-up.

Name

Address 1

Resume Ho

- Contact In
- Summary
- Experienc
- Skills
- Education

# ACCESS TO CAREER TRANSITIONS

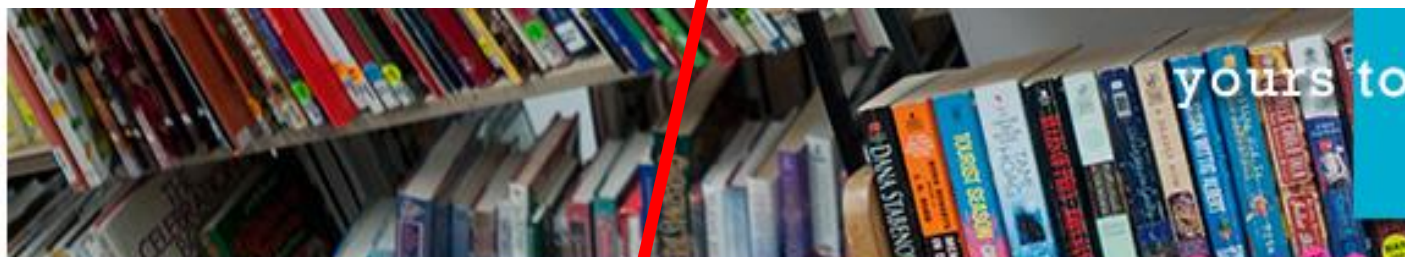
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How to get to Career Transitions from a computer  
outside Indy PL

Go directly to [www.ilibrary.org](http://www.ilibrary.org).

Or go to [www.indypl.org](http://www.indypl.org) and click  
“Articles & Databases”

|           |            |
|-----------|------------|
| Wednesday | 10am – 8pm |
| Thursday  | 10am – 6pm |
| Friday    | 10am – 5pm |
| Saturday  | 10am – 5pm |
| Sunday    | 12pm – 5pm |



The  
BOOKS, MOVIES AND MUSIC FOR THE WHOLE FAMILY  
Entertainment

Books, Movies & Music | Catalog | Kids' Collection  
eBooks & eAudiobooks | eVideo | eMusic | eMagazines  
Staff Picks | Most Popular | Reader Blogs | Teen Scene

The  
TO POINT YOU IN THE RIGHT DIRECTION  
Resources

Events & Workshops | Job Center | Info Guides  
**Articles & Databases** | Homework Help  
Connect with Us | Digital Collections

USING YOUR LIBRARY

- » About Your Library
- » Getting a Library Card
- » The Learning Curve

# From outside the Library...

Welcome to iLibrary Online Databases

Welcome to iLibrary, the starting point for information from reference databases made available for public use by paid subscriptions from the Indianapolis-Marion County Public Library and other library funding agents. Links from this site lead to sources purchased by the library community in electronic form which are comparable to the print subscriptions held within our libraries.

In contrast to the Internet, these sources provide searches that are efficient and results that are reliable. Their contents include full-text articles from magazines and newspapers as well as information from standard reference sources and databases.

Access is available from:

**alphabetical**

Indianapolis Foundation, a Central

**Click “alphabetical” and scroll to “Career Transitions”**

**You will need your Library Card number when you’re outside the Library.**

# Outside the library, log in using your library card number and PIN



Login

Please enter your library card barcode number and PIN:

Barcode Number:

PIN:

Login

[What's My PIN?](#)

# HOW TO GET A LIBRARY CARD

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# Go to [www.indypl.org](http://www.indypl.org) and click “Getting a Library Card”



The screenshot shows the top navigation bar of the IndyPL website. The background is a photograph of a bookshelf. The navigation bar is divided into three main sections: a teal section on the left for 'Entertainment', a yellow section in the middle for 'The Resources', and a white section on the right for 'Using Your Library'. The 'Using Your Library' section contains a list of links, with 'Getting a Library Card' circled in red. Below the navigation bar, there are three colored boxes: a teal box for 'Entertainment' with links to Catalog, Kids' Collection, Video, eMusic, eMagazines, Reader Blogs, and Teen Scene; a yellow box for 'The Resources' with links to Events & Workshops, Job Center, Info Guides, Articles & Databases, Homework Help, Connect2Help, and Digital Collections; and a white box for 'Using Your Library' with links to About Your Library, Getting a Library Card, and The Learning Curve.

Entertainment

TO POINT YOU IN THE RIGHT DIRECTION

The Resources

USING YOUR LIBRARY

- » About Your Library
- » Getting a Library Card
- » The Learning Curve

Entertainment

Catalog | Kids' Collection  
Video | eMusic | eMagazines  
| Reader Blogs | Teen Scene

Events & Workshops | Job Center | Info Guides  
Articles & Databases | Homework Help  
Connect2Help | Digital Collections

# Click “register for a Library Card online!”

- [What is the Public Library Access Card \(PLAC\)?](#)
- [What if I have already had a Library Card but it is stolen?](#)
- [Can I still checkout Library material if I have a card?](#)
- [My library card is expiring. How do I renew it?](#)

[www.indypl.org/using/card/](http://www.indypl.org/using/card/)

## Get a Card

Library Cards are issued on site at all [Library Circulation desks](#) upon completion of an application and presentation of identification with name and current address. Applicant must be present. Parents must sign the application for children under the age of 18 and assume responsibility for the child's selections and financial responsibility. (The selection of DVDs by children under age 18 is restricted to the juvenile collection only, unless the guardian requests this restriction be removed). Children under 6 years of age are only eligible for the [My First Library Card](#) which limits checkouts to juvenile books only.

## Library Card Application

You can print and fill out the application ahead of time: [English](#) version, [en Español](#).

## Apply for a Library Card Online

Residents of Marion County, Indiana that are age 18 or over may be eligible to [register for a Library Card online!](#)

# Click “Apply Now!”

## Register for a Library Card Online!

Welcome to The Indianapolis

[www.indypl.org/using/card/register/](http://www.indypl.org/using/card/register/)

In order to complete an online application for a new library card account, you must:

- live in Marion County, Indiana (except Speedway)
- be 18 or over
- have a phone in your name and address
- have a valid email address

Our online library card application process will provide you a regular library card number which will allow you immediate access to our [e-resources](#) and [reference resources](#) as well as place holds on material as you browse our catalog.

We realize that not everyone will be able to meet these criteria. If you are unable to register for a card online, please visit any Indianapolis Public Library branch to complete an application [in person](#). For questions, please feel free to contact your nearest library [location](#).

For additional information on borrowing privileges, fees and rules, see our [Library Circulation Policies](#)

[Apply Now!](#)

# Fill out the form and click “Apply for Library Card” at the bottom.

## Get Your Library Card Online

Sign up for a library card online and get it instantly! You must be 18 years old or older, a resident of Marion County and not have a current library card. For all other situations

[bit.ly/IndyPLcard](https://bit.ly/IndyPLcard)

Address 2:

City:

State:

ZIP:

Email:

Phone:

Date of Birth:

- I consent to have my name, address, and telephone verified through my telephone carrier. I authorize them to release any records necessary to do so. I further authorize the retention of those records for auditing purposes.
- I understand and agree that issuance of an account and library card through this site is dependent upon the successful verification of the information in this form and my continued residence within Marion County, Indiana.
- I understand and agree that I am responsible for the timely return of all library materials, the payment of fines for overdue, lost or damaged materials charged on the card, for notifying the library of any change of name or address, and for reporting if the library card or card account number is lost or stolen. I further agree that the Library shall be entitled to payment from me for the costs of collection, including reasonable attorney's fees, incurred in the collection of fines for overdue, lost or damaged materials charged on my card account. The library card account is not transferable.

Apply for Library Card

# More parts of career transitions

- **Job Search**
- **Interview Simulation**
- **Tips & Advice**
- **Assess Your Career Interests**
- **Browse Career Paths**
- **Match Your Experience to a Career**
- **Search Schools and Educational Programs**

# Most comprehensive job search available online

SEARCH JOBS, INTERNSHIPS, & MORE

Job Title

customer service

City, State, or Zip Code

chicago

SEARCH

All Jobs

All Jobs

Internships

Apprenticeships

Temp

Entry Level

to send to

potential employers

**WRITE A COVER LETTER**

Prepare a cover letter to send with your resume

**TIPS & ADVICE**

Get tips about resumes, applying, and interviews

**INTERVIEW SIMULATION**

Prepare for job interviews with our interview simulation

**Comprehensive and focused:** Search All Jobs, Temp, Entry Level, Internships, and Apprenticeships.

**Job tracking:**

- Save any posting immediately.
- Save your notes and track your application dates and follow-up dates with the **My Jobs** feature.

**Expert advice:** Articles and videos on searching, applying, interviewing, and more.

# Interview Simulation

CareerTransitions | Interview Simulation

Your academic achievements, as well as your volunteer and work experiences, are quite impressive. So, tell me. Why do you want to work for InfinityTech?

How Will You Respond?

- InfinityTech is a leader in new media marketing and Internet solutions....
- I'm aware that InfinityTech recently earned a regional CLIO award in the Innovative Media category....
- I'm impressed with the business vision shown by owners Nick Brannon and Rich Franklin....

Click an option to read the entire response and to select it.

**Interactive:** Users practice the interview process and learn to articulate their experience and qualifications.

**Proven method:** STAR (Situation, Task, Action, Result) is a popular and proven method for preparing for behavioral interviews -- the type workers are most likely to face.

**Immediate, targeted feedback:** Based directly on a user's responses.

# Tips & Advice



[Applying](#)



[Career Strategies](#)



[Cover Letters and Resumes](#)



[Education and Training](#)



[Emerging and Green Jobs](#)



[Entrepreneurship](#)



[Internships and Apprenticeships](#)



[Interviewing](#)



[Job Search](#)



[Job Skills](#)



[Negotiating](#)



[Networking](#)

**12 categories of expert advice:** Hundreds of articles and videos.

**Essential guidance:** Advice for each step of the employment process.

**Dynamic updating:** *CT* editorial team adds content to stay on top of employment trends.



# Assess Your Career Interests

Find a career you'll love by taking this short survey that identifies your key career interests.

 33 % done

Remember

- Focus on what you co
- Don't worry if you don
- This is not a test.

Would you be interested in...

Keep shipping and receiving records?  YES  NO  MAYBE

**Fun, immersive, fast:** Users of all ages/backgrounds get engaged.

**Pedagogically sound:** Based on the Holland RIASEC psychological model and on information gathered from workers across the U.S.

**Comprehensive career info:** Results profiles include tasks, tools, technologies, videos, career ladders, salary, growth, and job and education searches.

# Browse Career Paths

| Category  | Career  | Salary (?) ↕ | Employed (?) | Growth (?) |
|---|---|--------------|--------------|------------|
| <a href="#">All</a>                                       |   |              |              |            |
| Teaching/Training   | <a href="#">Adapted Physical Education Specialists</a>                                    | \$38,940     | 749,700      | +15%       |
| <a href="#">Professional Support Services</a>             |   |              |              |            |
| <a href="#">Administration and Administrative Support</a> | <a href="#">Adult Basic and Secondary Education and Literacy Teachers and Instructors</a> | \$51,080     | 96,000       | +15%       |
| <a href="#">Green Careers</a>                             |   |              |              |            |
| <a href="#">New &amp; Emerging Careers</a>                | <a href="#">Agricultural Sciences Teachers, Postsecondary</a>                             | \$81,760     | 1,699,200    | +15%       |

**U.S. Dept. of Education's 16 Career Clusters:** Browsing introduces users to new career possibilities and more than 1,100 careers.

**Convenient sorting and filtering:** Results are filtered to spotlight pathways, green, and new & emerging careers. Users can filter by salary, growth and employed.

**Comprehensive career info:** Include tasks, tools, technologies, videos, career ladders, salary, growth, and job and education searches.

# Match Your Experience To a Career

Match:  Work experience  Military work experience

I've worked as a(n)

Careers you might consider related to [Office Clerks, General](#)

## [Medical Secretaries](#)

**Overview:** Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspo...

**Jobs in this career:** Office Systems Technician, Office Manager, Patient Coordinator, Patient Relations Representative (PRR), and more...

## [Secretaries and Administrative Assistants, Except Legal, Medical, and Executive](#)

**Overview:** Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

**Jobs in this career:** Real Estate Administrative Assistant, Receptionist, School Attendance Secretary, School Secretary, and more...

**Leverages users' experience to identify new careers:** Find new career possibilities based on jobs or military positions held by users.

**Matches skills, knowledge, and experience:** Mines latest DOL data to find related careers that cross industries and career types that users may not have considered.

**Comprehensive career info:** Include tasks, tools, technologies, videos, career ladders, salary, growth, and job and education searches.

# Search Schools And Programs

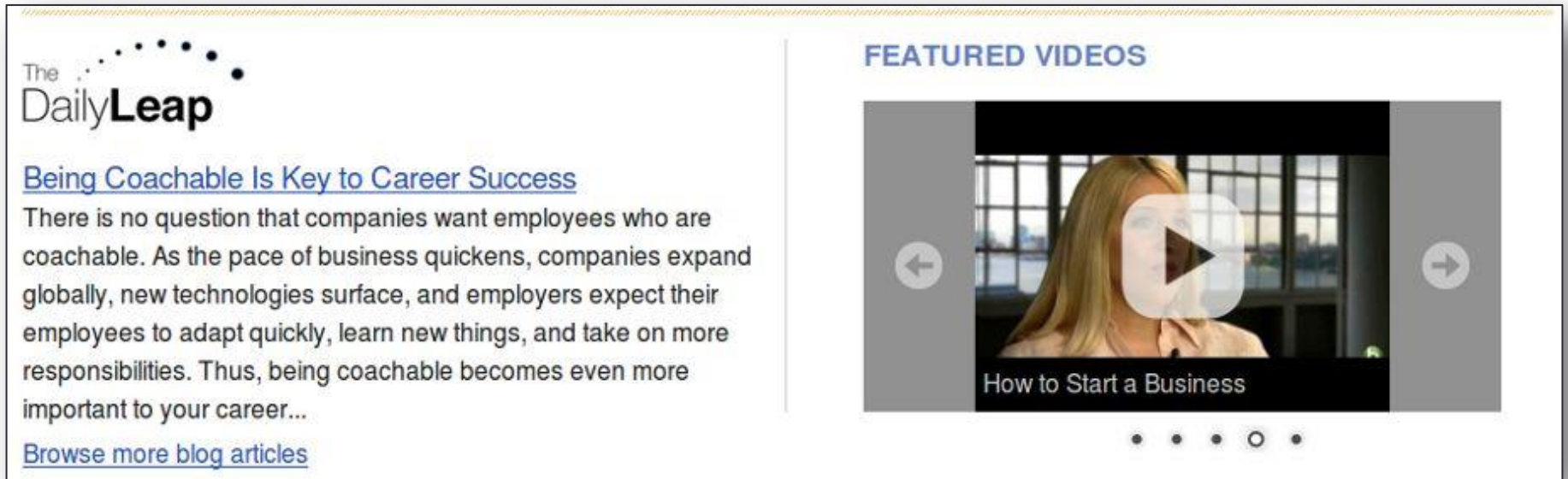
|  |                         |                                |  |   |
|--|-------------------------|--------------------------------|--|---|
| <a href="#">University of California-San Francisco</a>   | San Francisco, CA       | Public, 4-year or above        |  | Nursing/Registered Nurse (RN, ASN, BSN, MSN)                                  |
| <a href="#">Marymount College</a>                        | Rancho Palos Verdes, CA | Private not-for-profit, 2-year | \$25,134/academic year   | Nursing/Registered Nurse (RN, ASN, BSN, MSN)                                  |
| <a href="#">Everest College-Anaheim</a>                  | Anaheim, CA             | Private for-profit, 2-year     | \$10,935; \$705 books and  | Nursing, Other  |
| <a href="#">Loma Linda University, School of Nursing</a> | Loma Linda, CA          | Nursing                        |  |   |
| <a href="#">College of Marin, Indian Valley Campus</a>   | Novato, CA              | Two-Year Coll                  |  |   |
| <a href="#">College of the Sequoias</a>                  | Visalia, CA             | Public, 2-year                 |  |   |
| <a href="#">Pasadena City College</a>                    | Pasadena, CA            | Public, 2-year                 | \$20/unit for CA residents; \$190/unit for non-resident and foreign students (plus | Nursing/Registered Nurse (RN, ASN, BSN, MSN)<br>Licensed Practical/Vocational |

**Comprehensive:** Search 9,000+ schools and 3,500+ programs by career, program and location. Covers public, private, and non-profit schools across the U.S.

**Quick comparison:** Compare quickly by location, school type, cost and related programs. Click through for more details, including websites and more info.

**Continuing education online:** Users can also choose from 300+ instructor-led courses from ed2go, a leading online provider.

# The “Daily Leap” And Featured Videos

A screenshot of a webpage from 'The Daily Leap'. On the left, the logo 'The Daily Leap' is displayed with a series of dots above it. Below the logo is a blue underlined title 'Being Coachable Is Key to Career Success' followed by a paragraph of text. At the bottom of this section is a blue underlined link 'Browse more blog articles'. On the right, there is a section titled 'FEATURED VIDEOS' in blue. Below this title is a video player showing a woman with blonde hair in a professional setting. A large play button is overlaid on the video. Below the video frame, the text 'How to Start a Business' is visible. Navigation arrows (left and right) are on either side of the video frame, and a series of five dots at the bottom indicates the current video is selected.

**The Daily Leap:** features advice articles from career and employment experts, covering a broad range of topics. Several new ones are published each week.

**Featured Videos:** Cover various career and employment subjects, with new ones added on a regular basis.

**Relevant and current:** Job-seekers and people seeking career advice will find fresh content that's relevant to a variety of interests and life situations.

our

digital

journey

The

INDIANAPOLIS PUBLIC

Library

Indy's source of free  
digital training for  
everyone.

<http://bit.ly/IndyPLComputers>