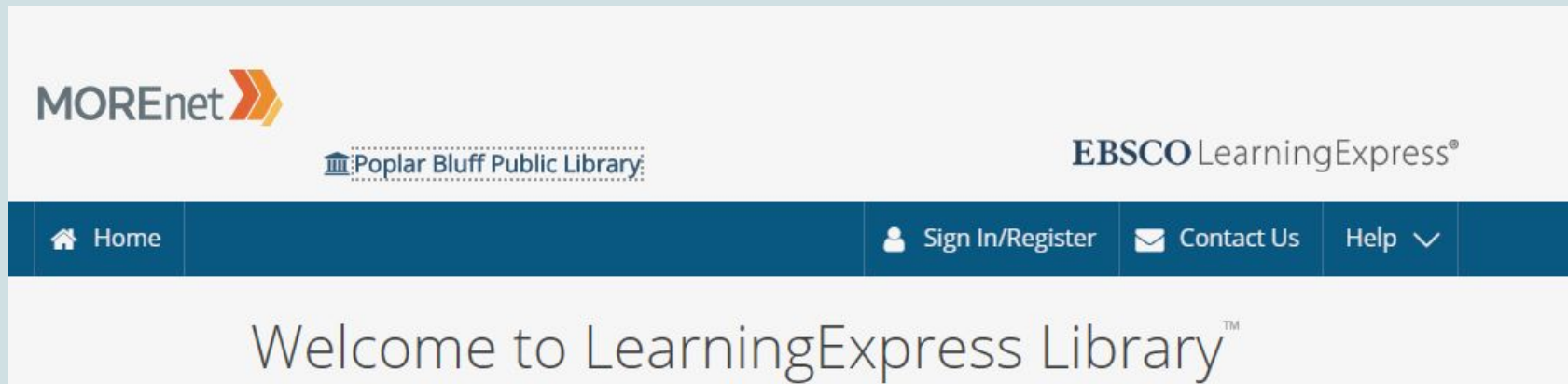# Creating Resumes and Cover Letters

With Learning Express

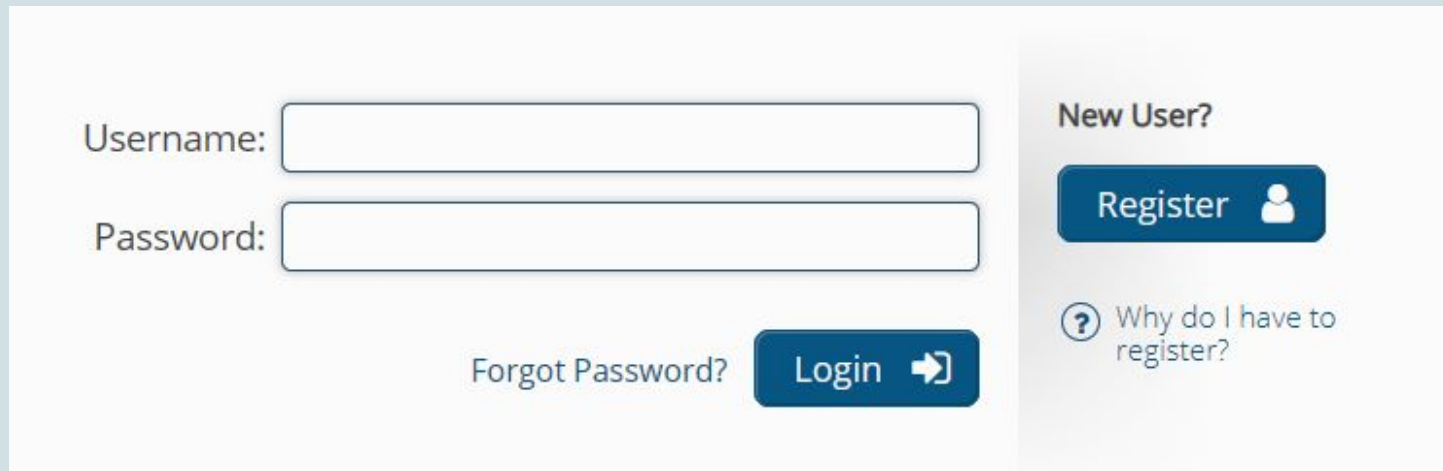# ✹ <u>Create a Learning Express Account</u> ✹

Go to poplarbluff.org/learningexpress and click the Sign In/Register button to sign up.

Once you do, you will be lead to this page. Here you can click the Register button to create an account.

Start Filling Out This Form

Make sure "Your Institution" says the Poplar Bluff Public Library. If you are off site or at home, you will need your library card information to create an account. Having issues? Call or come see us and we will happily assist with account set up.

Why Would You Need an Email?

Users can access a variety of educational resources from Learning Express's interactive, online learning platforms. Users must create personal accounts in order to save their work in progress, store score reports, and revisit any practice tests, tutorials, or eBooks. Registration only requires a valid email address and a password.

Why do I have to provide my email address?

Your email address will become your username and will be used for password reset, if needed. It's easy to set up an email account, and once you're done you can use it for your communication needs and on other websites as well!

If you do not have an email account, there are several great—and completely free—options available for creating an email account. Gmail™, Yahoo™, and Outlook.com by Microsoft® are three that are very popular.

This is Your Homepage!

My Center

All of your resources are organized by type in the sections below.

Download My Center (.CSV File) ⬇

Tests	Tutorials	eBooks
Nothing Here Yet	Nothing Here Yet	Nothing Here Yet
Get Started	Get Started	Get Started

Computer Courses	Articles	Flashcards

Scroll down your homepage to locate the "Career Dashboard."

Career Dashboard

From here you have the option to add and/or create a Resume or Letter and attach it to your Account. Let's take a look at what each feature has to offer!
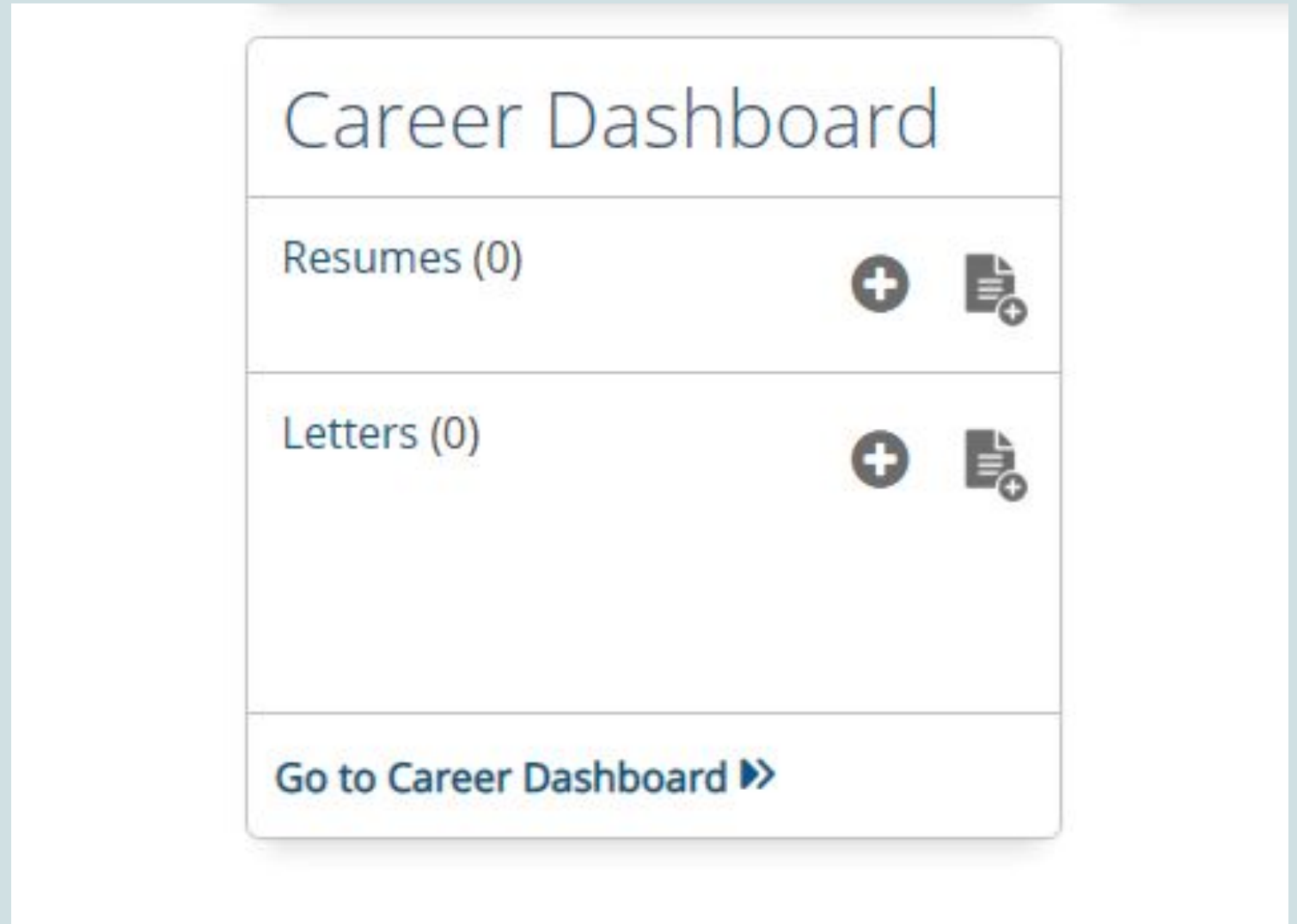
☀ <mark>Building a Resume and Letter</mark> ☀

Career Dashboard

Your progress is **0%** complete. You can track your Job and Career activities here.
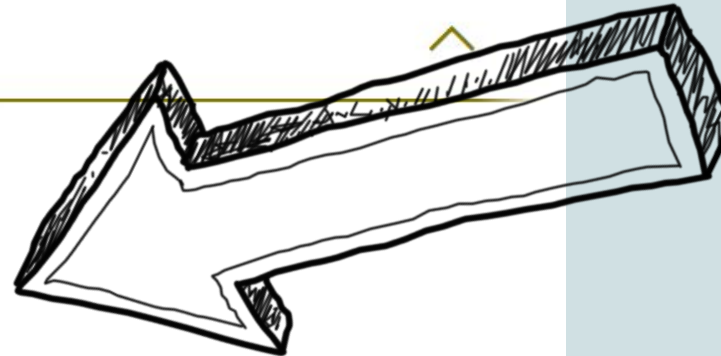
Resumes

Nothing Here Yet
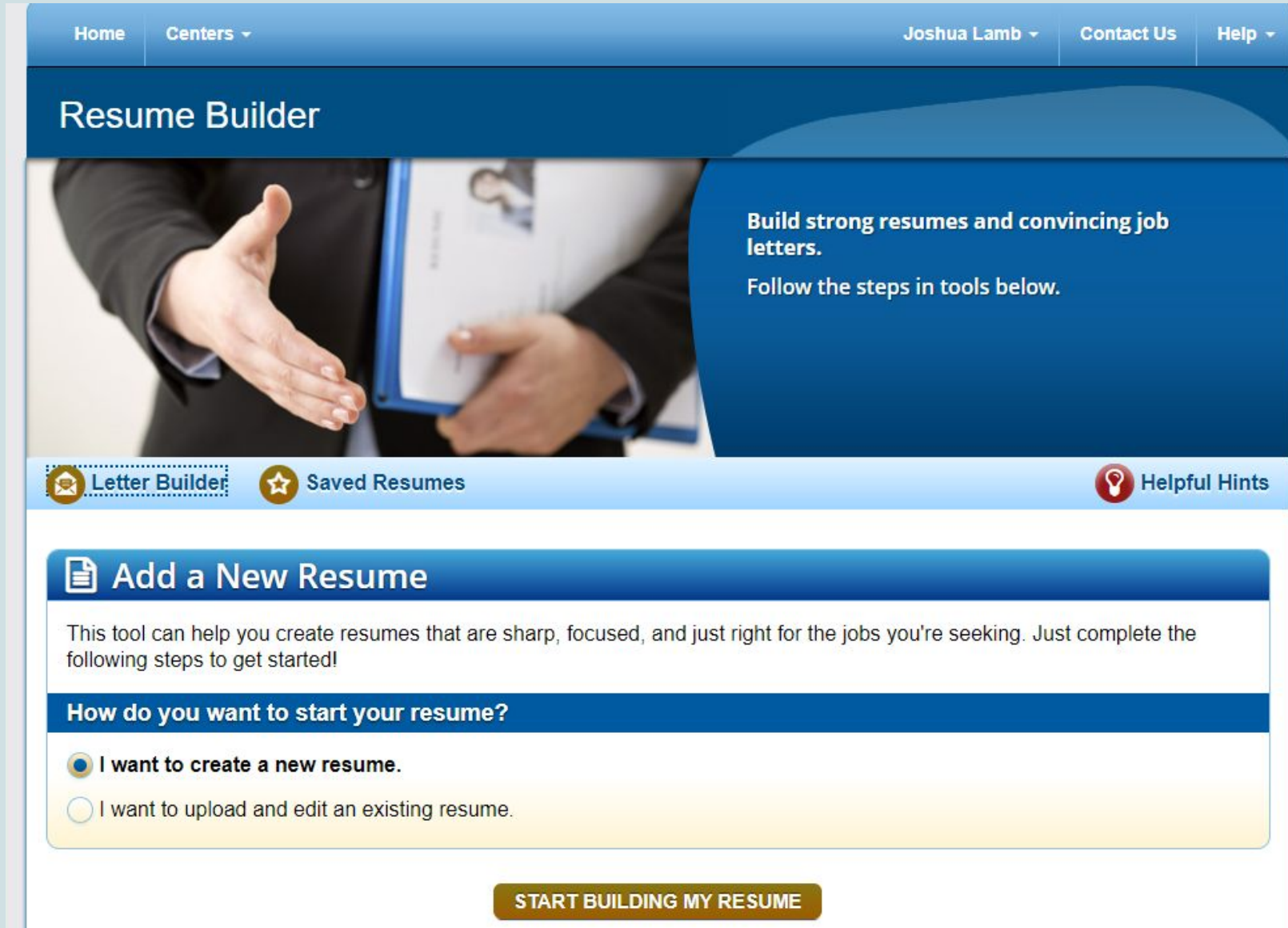
Start Building Your First Resume

Letters

Click the "Start Building Your Resume" button.

The Resume Builder

From here you have the option of uploading a resume that you have already created, or, creating a new resume. If you choose to create a new resume, Learning Express will guide through that process.

Creating a New Resume

Create a New Resume

Let's get started on building your new resume. First, setup a profile for your new resume.

Setup Your Resume Profile

Name Your Resume*:
(Max 50 characters)

Enter a name...

Select Job Category*:

Select a job category

Describe Your Resume:
(Max 2000 Characters)

Enter a Description...

Select Your Job Experience*:

--Select--

Choose Your Work Situation: (If multiple answers apply, please choose the one that best describes your situation.)

○ I have a 6+ month gap in work history.

○ I'm transitioning from military to civilian workforce.

○ I'm looking to change careers.

● None of these options describe my current work situation.

*required field

START BUILDING MY RESUME

If you choose to be guided through the process of setting up a new resume, you will be asked to create a profile for the resume.

You have tons of options regarding different job categories. Choosing a certain job category will result in different templates and examples that will give you a great headstart in building a resume.
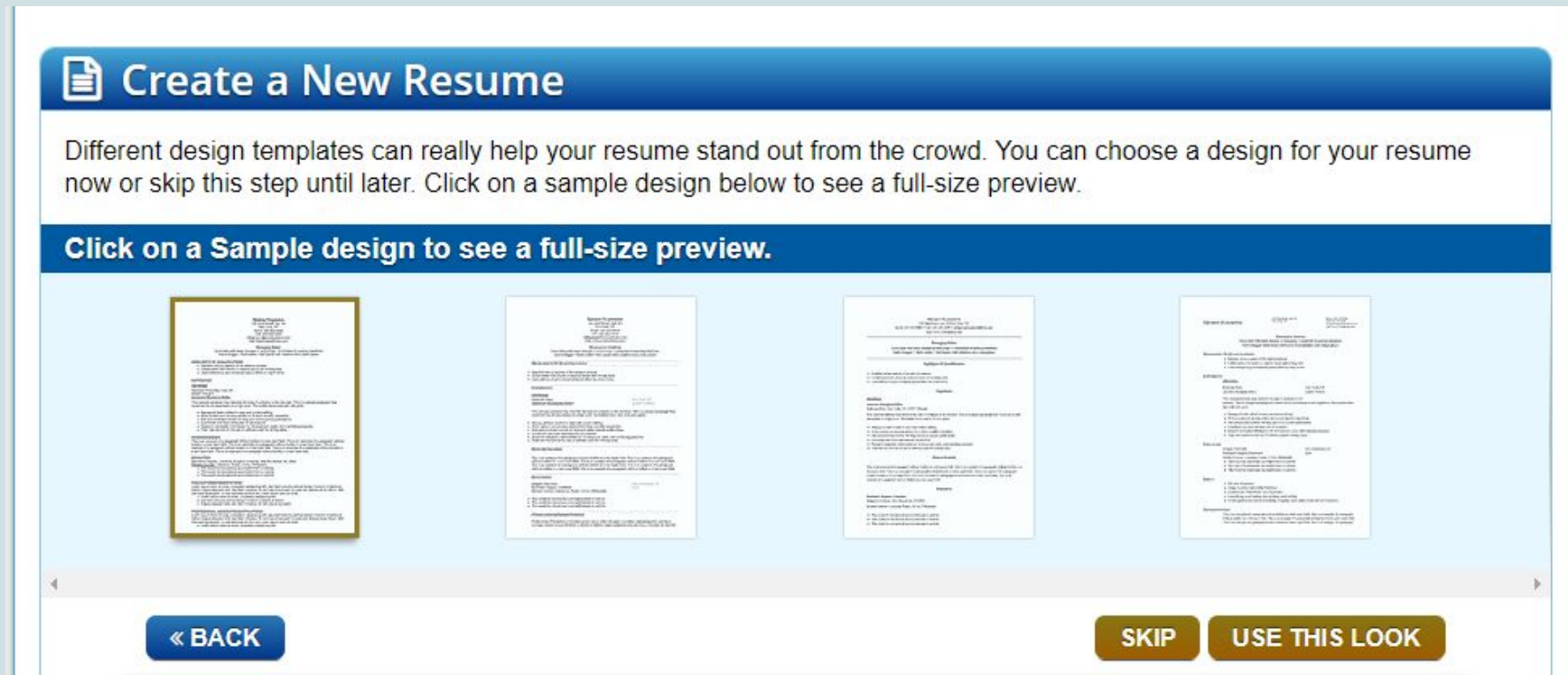
When you are ready, start building your resume!

Choose Your Design Template

Here you will be given different templates to help you design your resume. A preview of each is shown below.

If none of these are to your liking, you can always skip this step and create your own look for your resume.

Building Your Resume

At this point you will be able to "Add" information for each portion of your resume. A separate window will pop-up where you can type and save info for each section.

You can always choose to opt out of including certain information. When it generates your resume it will not include any section that is left blank.

Adding Information

Here is an example of what happens when you try to add information.

If you are stuck, you can even get "Helpful Hints" on what kind of information should go into each area of your resume.

Use the ❮ and ❯ buttons to navigate through the different sections of your resume and autosave your work.

❮ Headline ❯

Edit Headline

A **Headline** should catch the reader's attention by briefly stating your job goals and/or what you have to offer.

📍 Helpful Hints ＋

B *I* <u>U</u> | ≣ ≡ ≡ ≣ | ≔ ● | abc✓

☆ SAVE ✖ CANCEL

Done Adding Information?

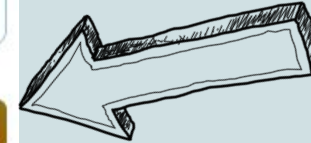Add a Section   ⊞ Add a Section

Please Click the Add link to add a Section.

« BACK   FINISH AND REVIEW

Hit "Finish and Review" to get a look at what your resume looks like. It will be formatted based on the template you chose at the beginning.

Here's Your New Resume!

From here you can view, edit, save, email or even print your resume.

If you're feeling stuck, you can take a look at some more sample resumes for inspiration.
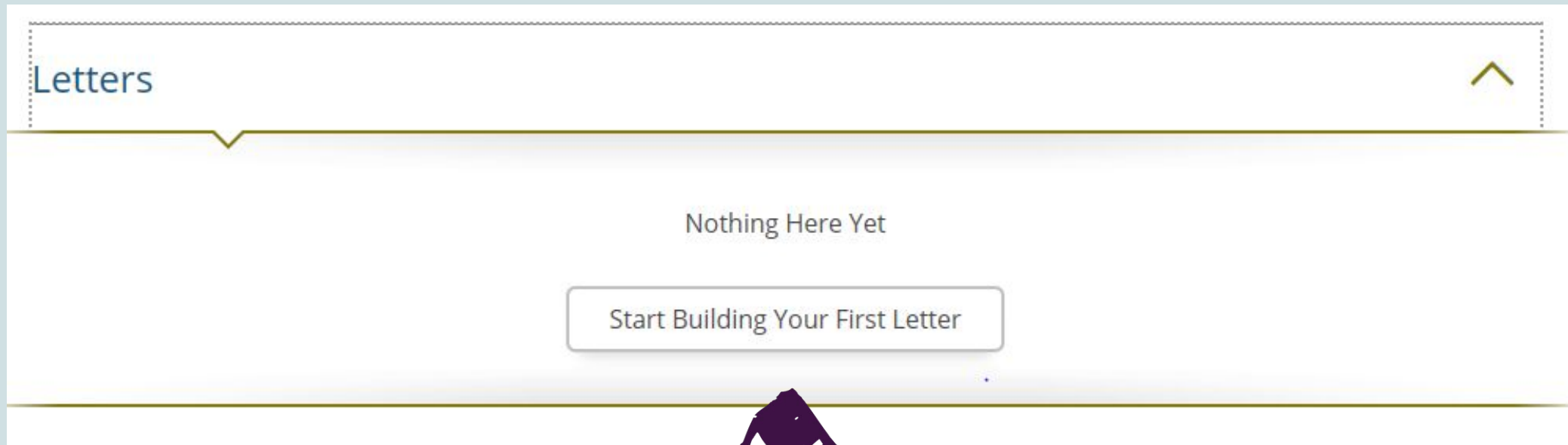

📄 Resume Builder

Here it is—your new resume!

| ✏️ Build or Edit Resume | 📑 Sample Resumes | ☰ Keyword List | 👁 Resume Review |

Here's a preview of your resume. Click the **MORE OPTIONS** button below to reorder sections and apply design formats. If you've finished, click the **SAVE MY RESUME** button to add it to My Resumes in your dashboard. You can also email, print, copy, and download this resume directly from this preview by clicking on a button below.

✉️ ⬇️

🔧 MORE OPTIONS   ☆ SAVE MY RESUME

Creating a Letter

Letters

Nothing Here Yet

Start Building Your First Letter

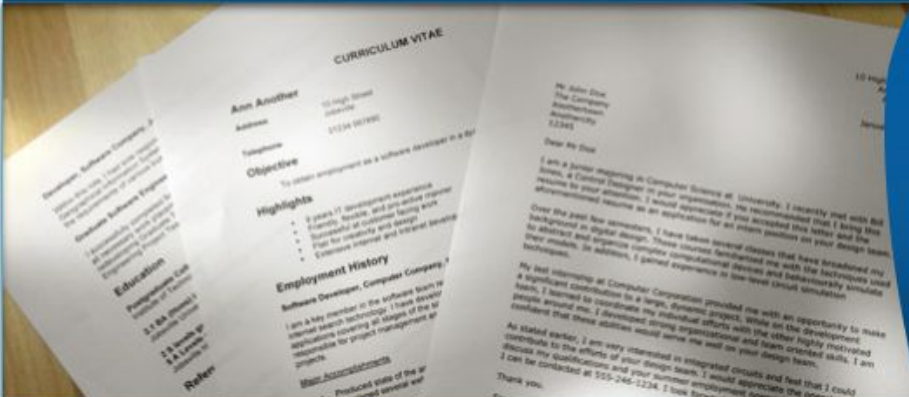Head back to your "Career Dashboard" to start building your first letter!
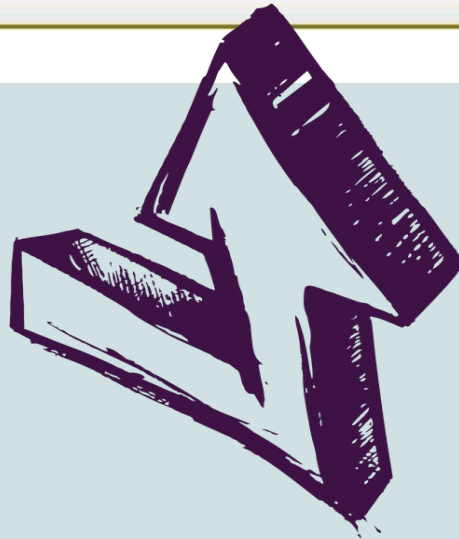
Letter Builder

Much like the resume builder, you have the option of uploading your own document or creating a new one through Learning Express.

Creating a New Letter

Your next step will be to setup a profile for your cover letter. You will be asked to select a "Letter Type," of which there are multiple options: Cover Letter, Interview Follow-up, Interview Thank You, and Job Offer. Each of which will give you an example to help you get started.

You also have the option to revise an already saved letter, create one from scratch, or create a letter using a sample.

Sample Letters

Once you hit submit at the bottom of the previous page, you will be given a sample. From here you also have the option of changing it from a Cover Letter to Job Offer, etc. You will also have multiple examples to look at, if the first one given is not suitable.

✎ **Write or Edit Letter**   ✉ **Sample Letters**   👁 **Preview Letter**

Here you'll find sample letters for every step of your job search. You can review the samples below for writing and formatting tips, and then choose an appropriate sample to use as a template that you can personalize and tailor to your needs.

STEP 1: Select a letter type: Interview Follow-Up

STEP 2: Select a sample letter:

- Interview Follow-Up Letter 1
- Interview Follow-Up Letter 1
- Interview Follow-Up Letter 2
- Interview Follow-Up Letter 3
- Interview Follow-Up Letter 4

Why is this a strong Letter?

Roy's letter is enthus... take when eagerly w... the position. This is a great approach to

48 Rue Paul, New Orleans, LA 55555, 555-555-5555
roy.latiga@yourdomain.com

May 15, 2016

Barry Hong
SUDA
New Orleans, LA 12345

Dear Mr. Hong:

Thank you so much for taking the time to meet and talk with me about the Senior Engineer position at SUDA. Our conversation has reinforced my belief that my 14 years of experience in the design and implementation of port and marine structures, combined with my intimate knowledge of the historical marine structures of New Orleans, make me a perfect match for your needs.

When you're ready, scroll down this page and hit "Use Sample."

« BACK   USE SAMPLE »

Here's Your Letter!

Once you choose a sample, you will be able to edit it directly on this page. Input your information at the top and be inspired by what is already written. This gives you a head start in creating a great letter.

Once you are finished hit the "Save" button. You will be taken back to the Letter Builder Homepage where you can print, download, edit, or email your letter.

You Made It!!

Now that you have finished creating a Cover Letter and Resume, you will be able to start your job hunt!

Good Luck!