

Create a Resume in Google Docs

Before you start:

- Gather information about your work experience:
 - Job title or position; Job duties; Name, city and state of employer; Start and end dates.
- Make a list of your education, skills, and other experiences.
 - Include volunteer work and special training.
- Have email addresses and/or phone numbers for past employers and references ready if possible.

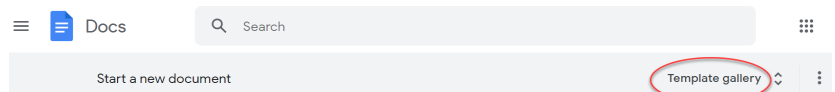
Create your resume:

➤ Sign in to your Gmail account

➤ Click on the Google apps menu over on the right side of the screen 

➤ Click on Docs 

➤ Click the words Template Gallery



➤ Scroll down to Resumes and choose one of the templates by clicking on it. If you don't like it, you can go back and choose another.

➤ The template can now be changed to your own information. You can delete any sections you don't need.

➤ The resume will automatically save as you go. You can log back into your account from any computer with internet access to view, edit or print your resume.

For reopening

Get more help:

Computer Help sessions at Multnomah County libraries:

<https://multcolib.org/events/computer-help>

Get help with your resume from an experienced volunteer:

<https://multcolib.org/events/resume-help>

Multnomah County Library classes and events for job seekers:

<https://multcolib.org/events/search/job>

Multnomah County Library's jobs and careers page:

<https://multcolib.org/jobs-and-careers>