

# LearningExpress Library Resume Builder

Use this resume builder to create and format a resume. LearningExpress Library is free with your valid library card number.

## 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.
- The resume builder does not check spelling or grammar, so ask a friend to proofread. You can also get detailed feedback from Tutor.com. Access this free service through the library's website: Multcolib.org. Search for Tutor.com or click Research and then click on Live Homework Help.
- To download or print a resume on a library computer, you'll need to disable or override the web browser's pop-up blocker. Ask library staff if you need help.

## Start making your resume:

1. Go to Multcolib.org click on Research > Research Tools > LearningExpress Library or **multcolib.org/resource/learningexpress-library** and click on "Begin using this resource." Use your library card number and pin to log in.
2. Click Sign in/Register and then click the Register button. Use your e-mail address and then create a password.

My username: \_\_\_\_\_

My password: \_\_\_\_\_

3. Once you are in My Center, scroll down to Job and Career Accelerator and click **Resumes**.
4. Click **Start Building Your Resume**.
5. Click **I want to create a new resume**.
6. Name your resume, select a job category, and select your level of experience. (The category and experience level are not that important, unless you want to view sample resumes that match your situation.)
7. Click **Start Building My Resume**.

8. Click on the right-arrow (>) to start filling in the sections you want to include.

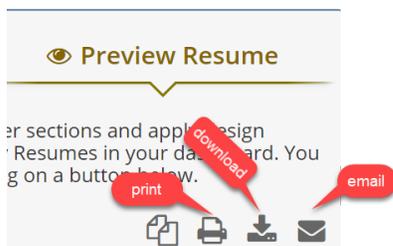


The most important sections are:

- The header, which contains your name and contact information
- Experience
- Education
- Skills

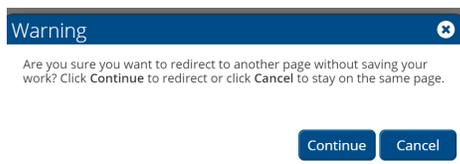
9. Click **Save as** you complete each section

10. Click **Preview Resume** to see how your resume looks. You can also Print, Download or Email from here.



- You can't email your resume directly from this page unless you are using the job search tool. **To email it to yourself or an employer, download it then attach it to an email from your own account.**
- Adobe PDF is the best format for e-mailing, but you can't edit it later unless you are using LearningExpress Library. If you want to be able to edit the downloaded resume using another tool, choose Rich Text Format or Microsoft Office Word 2007.

11. You may not be able to complete your resume in one sitting. That's ok, save each section as you go and you can come back to edit or add new sections later. You may see this popup when you leave your resume. As long as you saved each section, just click Continue.



12. Next time you log in to LearningExpress Library, you can edit, print, and download your resume on My Career Dashboard. On this page you also can create new resumes and cover letters, search for jobs, match your skills and interests to occupations, and explore more recommended resources.

- If you don't see My Career Dashboard, find it by clicking on "My Center" and selecting it from the dropdown menu, or find it in the Resources menu on the Job & Career Accelerator page.

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>