

Access Cypress Resume
Through our Website:

<http://www.nlls.ab.ca/eResources>

Automatic Sign-in on Library Computers.
Use Your Library Card to Sign-in at Home

BEFORE YOU START CREATING DOCUMENTS:

Create an Account!!

Click the “Login” button on the bottom
right hand side of the screen underneath
“Manage My Profile”

They will ask you to create a Username
and a Password.

By creating an Account you will be able
to access your documents from any
computer as they will be saved within
the program.

Download your Documents in
Several Formats.

- Word Processor (.rtf)
- PDF (.pdf)
- Plain Text (.txt)



System Requirements.

- Internet Explorer 7 or newer
- Must have JavaScript
- Cookies Need to be Enabled

GET THE JOB YOU WANT AND DESERVE

USING



Easily Create Professional,
Great Looking and Well
Written
Resumes Cover Letters and
Reference Sheets

Give Yourself an Edge Up in
Today's Competitive Job
Market!!!

Available in Both
English and Spanish



Writing Your Resume was Never Easier!!

- Create a professional resume in minutes.
- Select the job you're looking for and then choose from pre-written statements for your resume.
- The pre-written statements give you an excellent chance of having your resume grab the attention of prospective employers.
- Using the program will guarantee that your resume is perfectly formatted and ready to go.
- Create supporting documents as well and put together the ultimate job finding portfolio.
- Publish your resume online and create a web presence to get you noticed by Employers.

**To Guarantee that your Resume and Supporting Documents Creation is easy and Stress Free,
Just make sure you have the Necessary Information at Your Finger Tips
When you Go to Make Your Documents!!**

Resumes

- Your Name
- Your Contact Information
 - Your Email
 - Your Address
 - Your Phone Number
- Your Employment History
 - Name of Where you Worked
 - Your Job Title
 - When you Started and When you Finished
- Your Education History
 - Where you Attended School
 - When You Graduated
 - The Name of What you Graduated With
- Any Certificates, Certifications or Training you completed
 - The Name of the Certification or Training
 - The Name of the Certifying Organization
 - The Year you Completed it

It's okay if you can't fill in all of the categories, your resume will still come out looking professional and eye catching.

The only information that you need to have to complete your resume is:

Your Name and Your Contact information

Cover Letters

You do not need supply any more additional information to create a cover letter.

Just select the type of position you are looking for and the site will generate several different Cover Letters for you to chose from.

Just pick the one that suits your needs best!!

References

- Your References Name
- Their Organization/ Place of Employment
- Their Title
- Their Phone Number
- Their Email
- Their Relationship to You

**You can go back to view and edit
your documents at any time once
you've started them.**

**Just remember to Save your
Documents in your Account!!!**