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# Résumé Resources

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## Internet Guide to Writing Résumés



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2<sup>nd</sup> edition

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# Résumé Resources

## Internet Guide to Writing and Posting Résumés

### Introduction

Preparing and writing a résumé should not be an enigma. The Internet is filled with a plethora of resources that can decipher and facilitate the process. This guide compiles and organizes these resources to aid students. Included are tips on writing résumés, how-to-guides, examples, free software, and sites where students can write and post their résumés online. At the end of the guide is a list of print resources available at the library for reference and circulation.

### How to Write a Résumé

What is a Resume?

<http://jobstar.org/tools/resume/res-def.htm>

Writer's Workshop: Writing Resumes

<http://www.english.uiuc.edu/cws/wworkshop/tips/writtech.resumes.htm>

Resume Writing Tips

[http://www.careerbuilder.com/gh\\_res\\_htg\\_tips.html](http://www.careerbuilder.com/gh_res_htg_tips.html)

Writing Resumes

<http://jobsearchtech.about.com/cs/resumes/>

The Write Stuff

<http://resume.monster.com/>

### How-to Guides

CareerBuilder's "How to" Guide: Resumes

[http://www.careerbuilder.com/gh\\_res\\_htg.html](http://www.careerbuilder.com/gh_res_htg.html)

Your Guide to Resume Writing

[http://www.jobweb.com/catapult/guenov/how\\_to.html](http://www.jobweb.com/catapult/guenov/how_to.html)

Resume Components Archive

<http://resume.monster.com/components/>

## Sample Résumés

Sample Resumes

<http://jobstar.org/tools/resume/samples.htm>

Sample Traditional Resumes

<http://resume.monster.com/samples/>

Samples: Jobweb.com

<http://www.jobweb.com/Resources/Library/Samples/default.htm>

Resumes 101

<http://jobsearchtech.about.com/library/weekly/aa070599.htm>

## Write Your Résumé Online

Develop a Powerful Resume with Monster.com's Resume Builder

<http://resume.monster.com/dosanddents/newresumebuilder/>

## Before You Post Your Résumé

Should You or Shouldn't You? Evaluating Resume Banks

<http://jobstar.org/internet/reseval.htm>

Preparing Your Resume For the Internet and Posting It Online

<http://www.rileyguide.com/eresume.html>

## Post Your Résumé

BestJobsUSA.com

<http://www.bestjobsusa.com/sections/CAN-resumegateway/SBrez-entry.asp>

monster.com

<http://www.monster.com>

hotjobs.onward.upward

<http://www.hotjobs.com/>

headhunter.net

<http://www.headhunter.net/JobSeeker/Resumes/AddResume.asp?siteid=cm720>

## Miscellaneous

Tips for Creating a Scannable Resume

<http://resume.monster.com/dosanddents/scannableresume/>

How to Convert Your Resume to ASCII Format

<http://resume.monster.com/dosanddents/asciiresume/>

## For Further Reading

The library houses a number of valuable print resources available for reference and circulation. The following list is organized by location and includes the author, title and call number of these materials.

### Circulation

Bostwick, Burdette E. Resume Writing: a Comparative How-To-Do-It Guide.  
**HF5383 .B57 1990**

Brennan, Lawrence D. Resumes for Better Jobs.  
**HF5383 .B68 1990**

Good, C. Edward. Does Your Resume Wear Blue Jeans?: The Student's First Guide to Finding a Real Job.  
**HF5383 .G5623 1993**

The Guide to Basic Resume Writing.  
**HF5383 .G727 1991**

Nedler, Burton Jay. Naked at the Interview: Tips and Quizzes to Prepare You for Your First Real Job.  
**HF5382.7 .N33 1994**

Provenzano, Steven. Slam Dunk Resumes...That Score Every Time!  
**HF5383 .P738 1994**

### Reference Desk

Eyler, David. R. Resumes That Mean Business.  
**HF5383 .E95 1990**

Kranich, Ronald L. Dynamite Resumes: 101 Great Examples and Tips for Success.  
**HF5383 .K69 1999**

Noble, David F. Gallery of Best Resumes for Two-Year Degree Graduates: A Special Collection of Quality Resumes by Professional Resume Writers.  
**HF5383 .N622 1996**

Whitcomb, Susan Britton. Resume Magic: Trade Secrets of a Professional Resume Writer.  
**HF5383 .W46 1990**

### Reserve Room

Brennan, Lawrence D. Resumes for Better Jobs.  
**HF5383 .B68 1991**

Faux, Marian. The Complete Resume Guide.  
**HF5383 .F34 1993**

Marino, Kim. The College Student's Resume Guide: Writing Your Own Professional Resume.  
**HF5383 .M27 1992**

Marino, Kim. The Resume Guide for Women of the 90's.  
**HF5383 .M287 1992**

Provenzano, Steven. Top Secret Resumes & Cover Letters.  
**HF5383 .P739 1995**

Shaw, Eva. Resumes for Women.  
**HF5383 .S47 1995**