

## Welcome to Cypress Resume



**Cypress Resume** is an online resume and cover letter builder.

The platform allows users to create professional-quality resumes and cover letters in three quick and simple steps.

## Getting Started

1. Access Cypress Resume through your local public library's website or [marigold.ab.ca/eResources](http://marigold.ab.ca/eResources)
2. Locate the link to Cypress Resume.
3. Login using your library card barcode number and PIN (if you do not know your library PIN, please contact your library).

## Create Resume

### STEP 1

- a. Click on **CREATE YOUR RESUME**.
- b. Choose your **DOCUMENT STYLE**.
- c. Enter your **NAME** and **CONTACT INFORMATION**.
- d. Enter your **EMPLOYMENT HISTORY**.
- e. Enter your **EDUCATIONAL HISTORY**.
- f. Enter any **CERTIFICATIONS** or **TRAINING**.

### STEP 2

Look up your **JOB TITLE**.

### STEP 3

Choose **SKILL STATEMENTS**.

Your resume will be available to view online or to download in a variety of formats.

## Create Cover Letter

1. Click on **COVERLETTER**.
2. Choose whether the coverletter will be for the chosen position of your resume or a different position.
3. Look through the coverletter examples and choose one.
4. You may make edits to the example, or create it as is.

Your coverletter will be available to view online or to download in a variety of formats.

## Create Reference Sheet

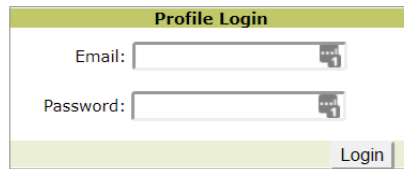
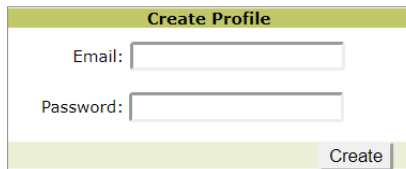
1. Click on **REFERENCE SHEET**.
2. Enter your **NAME** and **CONTACT INFORMATION**.

### 3. Enter your REFERENCES.

Your reference sheet will be available to view online or download in a variety of formats.

## Create Profile

If you want to save your documents in Cypress Resume, you will need to create a free PROFILE. When you log in with this profile, any created documents should be accessible.



**NOTE:** Please save your documents to a USB drive, cloud drive (eg. Google Docs), or as an email attachment.

## Need Help?

View the free Cypress Resume tutorial at: [my.nicheacademy.com/marigold](http://my.nicheacademy.com/marigold)

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eResources from your local public library  
and Marigold Library System



eResources & Digital Content | [www.marigold.ab.ca/eresources](http://www.marigold.ab.ca/eresources)

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