



WORKFORCE

Development Resources

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Resume and Cover Letter Builders

Planning Handouts

Department of Workforce Development – Resume Worksheet

<https://tinyurl.com/ybybs58b>

Use this worksheet to start writing resumes. It contains all the components to a resume, but without the formatting.

National Louis University – Cover Letter Worksheet

<https://tinyurl.com/y842vwff>

Use this worksheet to start writing cover letters. The worksheet asks a series of questions to get job seekers thinking of the components of the cover letter.

Resume and Cover Letter Creators

Department of Workforce Development – Create/Edit Resume

<https://jobcenterofwisconsin.com/>

Navigate to the middle of the screen, under “Job Seeker.” This service is free, but requires registration. Creates chronological resume with suggested job experience descriptions. Also includes a cover letter builder and worksheet.

Resumizer: Resume and Cover Letter Creator

<https://resumizer.com/>

No registration required. The service generates resumes and cover letters automatically using information entered by job seekers. The resumes and cover letters generated are downloadable and printable. Caution: occasional grammatical/mechanical errors are possible with this service.