



RESOURCES FOR JOB SEEKERS

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Resume and Cover Letters

Advice / Consejo / Qhia

Department of Workforce Development: Resume Writing – A Basic Guide for the Person with Little or No Resume Writing Experience

<https://tinyurl.com/y9ax7uvk>

A guide from the Department of Workforce Development. Outlines the process of writing a resume. It includes several examples of resumes.

- **Confección de un currículum vitae Guía básica - Resume Writing – A Basic Guide**
<https://bit.ly/3iZAoBP>
- **Kev Sau Daim ntawv sau txog cov hauj lwm yus ua dhau los -- Ib Tug Qauv Qhia Yooj Yim**
Resume Writing -- A Basic Guide
<https://bit.ly/3xcaRug>

ResumeGenius - What to Put on a Resume: 5+ Things to Include

<https://resumegenius.com/blog/resume-help/what-to-put-on-a-resume>

Straightforward tips for what to include on a resume.

miCVideal - Myperfect Resume Resources (en español)

- **Cómo hacer un CV que destaque sobre el resto**
How to make a CV that stands out from the rest
<https://www.micvideal.es/curriculum-vitae/como-hacer>
- **Perfil profesional: la sección que no puede faltar en tu CV**
Professional profile: The section you cannot miss in your CV
<https://www.micvideal.es/curriculum-vitae/perfil-profesional>
- **El formato de CV ideal: claves, consejos y ejemplos**
The ideal CV format – keys, tips, and examples
<https://www.micvideal.es/curriculum-vitae/formatos>
- **Currículum Online: Aporta un Valor Añadido a tu CV**
Online resume: Provide added value to your CV
<https://www.micvideal.es/curriculum-vitae/online>

GCFlearnfree.org - Crafting Your Cover Letter

<https://tinyurl.com/ly5c2xm>

A free resource from Goodwill Industries. A short tutorial video with step-by-step instructions for people new to writing a cover letter.

The Muse - How to Write a Cover Letter: The All-Time Best Tips

<https://tinyurl.com/lxyar6p>

A step-by-step guide to cover letter writing with advice and examples.

Videos

GCFlearnfree.org - Resume Writing

<https://www.gcflearnfree.org/resumewriting/>

A free resource from Goodwill Industries. Features videos and step-by-step instructions for writing a resume.

Indeed - How to Write a Cover Letter

https://youtu.be/hrZSfMly_Ck

A short (1:55) YouTube video that covers the basics of a cover letter with tips for a successful cover letter.

Preparación de Currículum – Resume Preparation (51 minutes)

<https://bit.ly/2VSQRQS>

Departamento de Desarrollo de la Fuerza Laboral de Wisconsin: Taller de currículum vitae