



WORKFORCE

Development Resources

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Resume and Cover Letter How-To's

Handouts and Articles

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.

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.

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.