



WORKFORCE

Development Resources

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Resume and Cover Letter Tutorials

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.

Purdue OWL - Introduction to and Expectations for Résumés

<https://tinyurl.com/ya9smq7r>

Use this resource to write a resume or curriculum vitae. It includes examples of resumes.

Video Resources

GCFlearnfree: Resume Writing Tutorial

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

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

GCFlearnfree: Cover Letter Tutorial

<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.



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