



# 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.

#### **ResumeLab - Resume**

<https://resumelab.com/resume>

A collection of writing guides and tips with examples for creating resumes.

#### **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.

### 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.