

City of Monrovia Department of Community Services
MONROVIA PUBLIC LIBRARY
321 South Myrtle Avenue. 626.256.8274
www.cityofmonrovia.org/library

Create Free Resumes at the Library

To access these library resources, do the following:

1. Go to the library website at www.cityofmonrovia.org/library

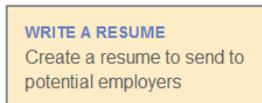


2. Click on this to link to access these resources

Career Transitions



1. Go to Career Transitions and select [Click here](#) to access it



2. Click on
 3. If you haven't created a free account, go ahead and do that by selecting the "create an account" link. Otherwise sign-in to save your work.
 4. On the right side of the page you will see a list of sections for your resume. Begin by selecting the "Contact Info" and entering your name, address, phone number and email.
- **Summary:** This section is not necessary for most jobs anymore. Add this section if the job description requires it.
 - **Experience:** This is where you will add your work experience. If you have never been employed, add any internships or volunteer experiences.
 - **Skills:** Highlight any special skills or knowledge that you have. If you are bilingual, an expert at using specific software or something else go ahead and add that here.
 - **Education:** Enter your educational information such as high school, college or graduate degrees.

- **Memberships and Affiliations:** If you are a member of a professional association add that information here.
- **Awards and Honors:** Examples include employee of the year, scholarships, volunteer award, etc.
- **References:** These are the people that will recommend you for a job.

5. You can also see resume examples by selecting the tab “Resume Examples”.

6. When you are done, click on the “Preview and Download Resume”. It will open as a Microsoft Word document that



you can save to your computer, save to your flash drive or email to yourself.

Job Scout



1. Go to Job Scout [Click here](#) and select [Click here](#) to access it
2. If it's your first time using Job Scout you will be asked for a username and passcode phrase. Then you will be asked a series of questions about you. Once you answer those you will be taken to the main page.
3. Go down to the resume section to begin creating your resume.

Create your Resume



Do you need to create a resume to apply for jobs? Our ResumeBuilder will let you to fill in the blanks to create a professional resume.

[Click here to edit your resume](#)

4. Once you fill out your general information make sure to also add employment and education history



5. Once you have finished adding information you can save and print your resume. A PDF version will pop up in a new window. You can save it and/or print it. Keep in mind that you cannot edit the PDF. If you need to make changes go back to Job Scout, make the changes and then save again.
6. Job Scout also has lessons that show you how to use Job Scout and how to use the internet for job searching.

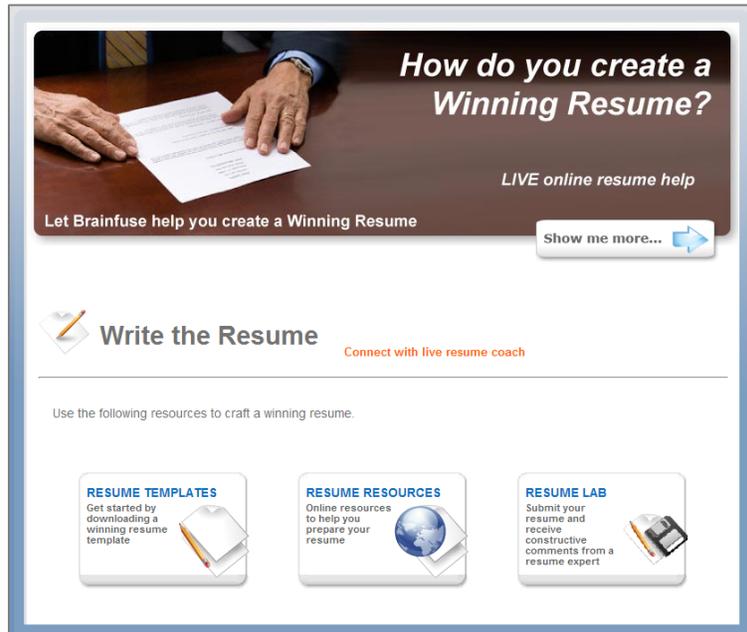
JobNow! By Brainfuse

1. Go to BrainFuse  and select [Click here](#) to access it

2. Go to the section that says 

3. You can choose from 4 options here:
 - a. Chat LIVE with a professional that can help you build your resume
 - b. Use a resume template to build your own: select from a variety of templates. A new MS Word window will pop up with the template. Fill in the information in the fields and save and/or print a copy.

- c. Use online resources to help you: links to various websites with lots of examples.
- d. Submit your resume and receive feedback about it: you must create a free account to take advantage of this service.



The screenshot shows a website interface for Brainfuse. At the top, there is a dark banner with the text "How do you create a Winning Resume?" and "LIVE online resume help". Below the banner, it says "Let Brainfuse help you create a Winning Resume" and has a "Show me more..." button with a right-pointing arrow. The main content area is titled "Write the Resume" with a pencil icon and the subtext "Connect with live resume coach". Below this, it says "Use the following resources to craft a winning resume." and lists three options: "RESUME TEMPLATES" (Get started by downloading a winning resume template), "RESUME RESOURCES" (Online resources to help you prepare your resume), and "RESUME LAB" (Submit your resume and receive constructive comments from a resume expert).

Microsoft Office Word

1. The computers at the Monrovia Library are equipped with the word processing software Microsoft Word. This program contains resume templates that will guide you in creating your own resume.
2. To find the templates open the Word 2007 program (In Word 2010 you will click on FILE then NEW to access the templates).
3. Click on the Microsoft Office button on the upper left corner (colorful circle)
4. Select **New** and then select "**Installed Templates**" for templates available within the program. You can select a resume from the Microsoft Office Online templates by selecting "Resumes"
5. Once the template opens feel free to add your information and save it.