

Create Reference Sheet

1. Click on REFERENCE SHEET.
2. Enter your NAME and CONTACT INFORMATION.
3. Enter your REFERENCES.

Your reference sheet will be available to view online or download in a variety of formats.

Create Profile

Creating your profile or logging in with your profile credentials can be done on the Cypress Resumé home page. When you log in with this profile, any created documents should be accessible.

NOTE: We recommend you always save your documents to a USB drive, cloud drive (eg. Google Docs), or as an email attachment.

User Support

View the free Cypress Resumé tutorial at my.nicheacademy.com/marigold.



RESUMÉ BUILDING

with Cypress Resumé



What is Cypress Resumé?

Cypress Resumé is an online resume and cover letter builder. The platform allows users to create professional-quality resumes and cover letters in three quick and simple steps.

How do I access Cypress Resumé?

1. Visit your library's website and look for the eResources menu link, or visit marigold.ab.ca/eResources.
2. From the alphabetical list, locate the link to Cypress Resumé.
3. Log in with your library card barcode and library PIN. *(If you do not know your library PIN, contact your local library.)*

Create Resumé

STEP 1

- a. Click on CREATE YOUR RESUMÉ.
- b. Choose your DOCUMENT STYLE.
- c. Enter your NAME and CONTACT INFORMATION.
- d. Enter your EMPLOYMENT HISTORY.

- e. Enter your EDUCATIONAL HISTORY.
- f. Enter any CERTIFICATIONS or TRAINING.

STEP 2

Look up your JOB TITLE.

STEP 3

Choose SKILL STATEMENTS.

Your resume will be available to view online or to download in a variety of formats.

Create Cover Letter

1. Click on COVERLETTER.
2. Choose whether the coverletter will be for the chosen position of your resume or a different position.
3. Look through the coverletter examples and choose one.
4. You may make edits to the example, or create it as is.

Your coverletter will be available to view online or to download in a variety of formats.