

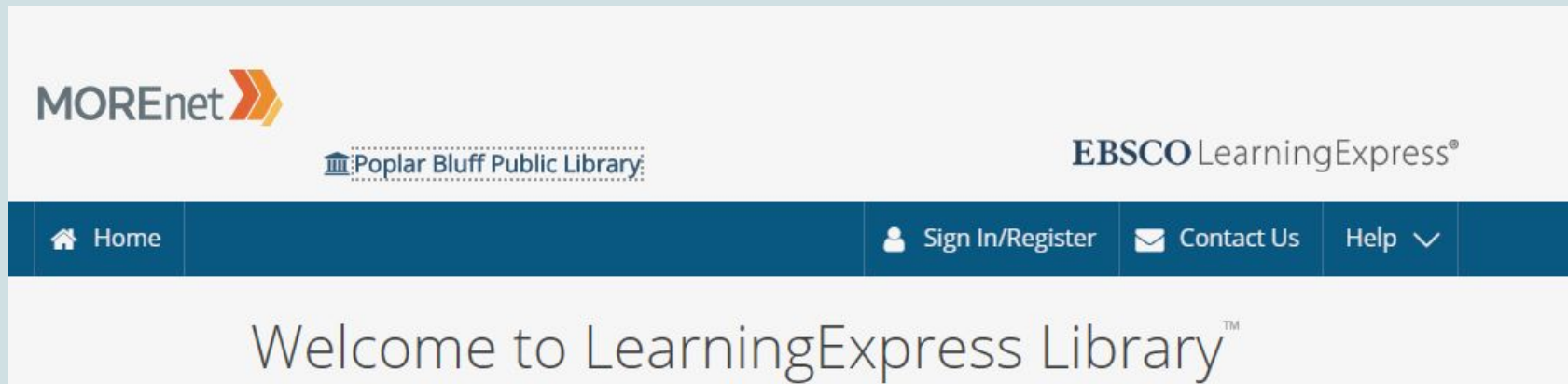
# **Creating Resumes and Cover Letters**

**With Learning Express**

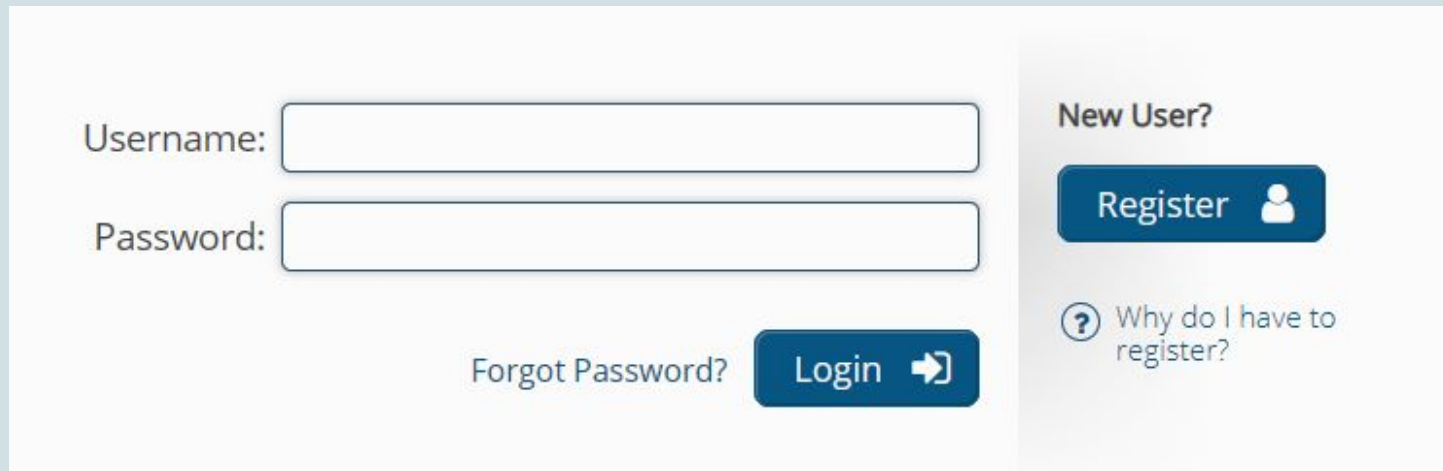
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# ✦ Create a Learning Express Account ✦

Go to [poplarbluff.org/learningexpress](http://poplarbluff.org/learningexpress) and click the Sign In/Register button to sign up.



The screenshot shows the top portion of the EBSCO LearningExpress website. On the left, there is the MOREnet logo with an orange double arrow icon. Below it is the Poplar Bluff Public Library logo, which includes a small library icon and the text "Poplar Bluff Public Library". On the right side of the header, the text "EBSCO LearningExpress®" is displayed. Below the header is a dark blue navigation bar with white text and icons. From left to right, it contains: a home icon followed by "Home", a person icon followed by "Sign In/Register", an envelope icon followed by "Contact Us", and "Help" with a downward-pointing chevron icon.



The screenshot shows the login and registration section of the website. On the left, there are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below these fields is a "Forgot Password?" link and a blue "Login" button with a right-pointing arrow icon. On the right side, there is a "New User?" section with a blue "Register" button that includes a person icon. Below the "Register" button is a question mark icon followed by the text "Why do I have to register?"

Once you do, you will be lead to this page. Here you can click the Register button to create an account.

# Start Filling Out This Form

Your Institution is:

If this is correct, please register below.  
My institution is not listed here.

\* = Required Field

\* Are you a European Union citizen?  Yes  No

\* First Name:

Last Name:

\* Email:

\* Confirm Email:

Your Password is secret. DO NOT use your real name or any personal information.

\* Password:

\* Re-enter Password:

*Make sure “Your Institution” says the Poplar Bluff Public Library. If you are off site or at home, you will need your library card information to create an account. Having issues? Call or come see us and we will happily assist with account set up.*

# Why Would You Need an Email?



Users can access a variety of educational resources from Learning Express's interactive, online learning platforms. Users must create personal accounts in order to save their work in progress, store score reports, and revisit any practice tests, tutorials, or eBooks. Registration only requires a valid email address and a password.

Why do I have to provide my email address?

Your email address will become your username and will be used for password reset, if needed. It's easy to set up an email account, and once you're done you can use it for your communication needs and on other websites as well!

If you do not have an email account, there are several great—and completely free—options available for creating an email account. [Gmail™](#), [Yahoo™](#), and [Outlook.com by Microsoft®](#) are three that are very popular.

# This is Your Homepage!

## My Center

All of your resources are organized by type in the sections below.

Download My Center (.CSV File) 

Tests

Nothing Here Yet

Get Started

Tutorials

Nothing Here Yet

Get Started

eBooks

Nothing Here Yet

Get Started

Computer Courses

Articles

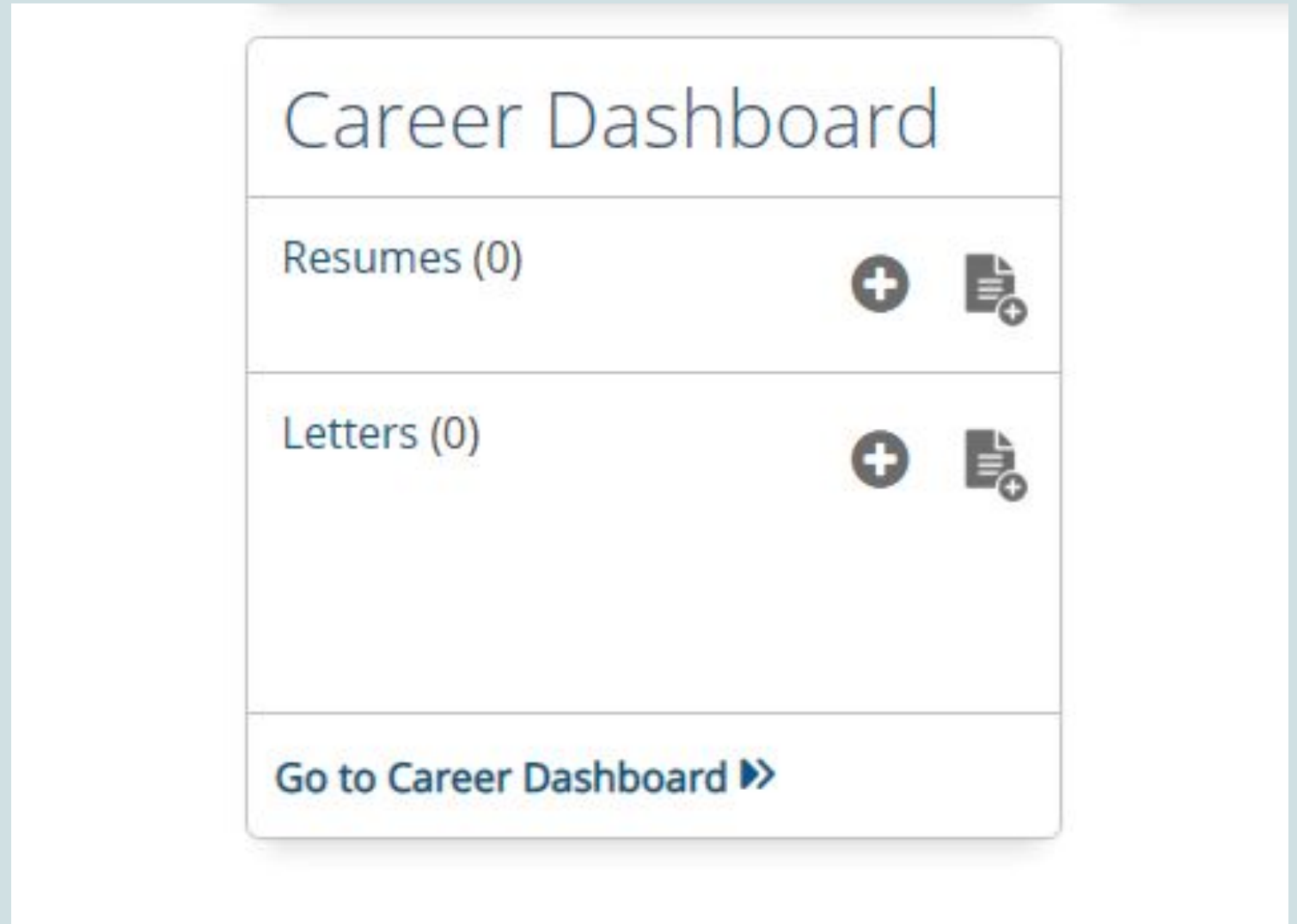
Flashcards

Scroll down your homepage to locate the “Career Dashboard.”



# Career Dashboard

From here you have the option to add and/or create a Resume or Letter and attach it to your Account. Let's take a look at what each feature has to offer!



# ✪ Building a Resume and Letter ✪

Career Dashboard

Your progress is **0%** complete. You can track your Job and Career activities here.

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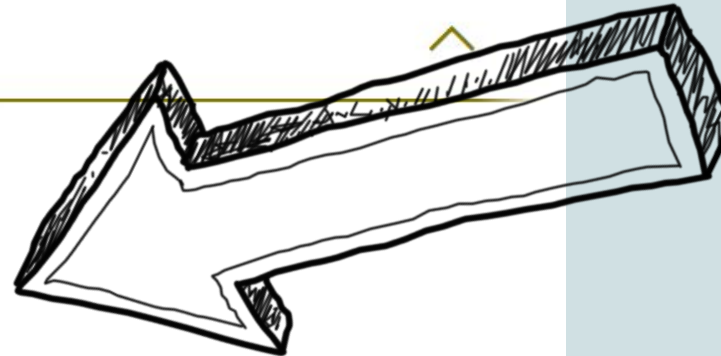
Resumes

Nothing Here Yet

Start Building Your First Resume

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Letters

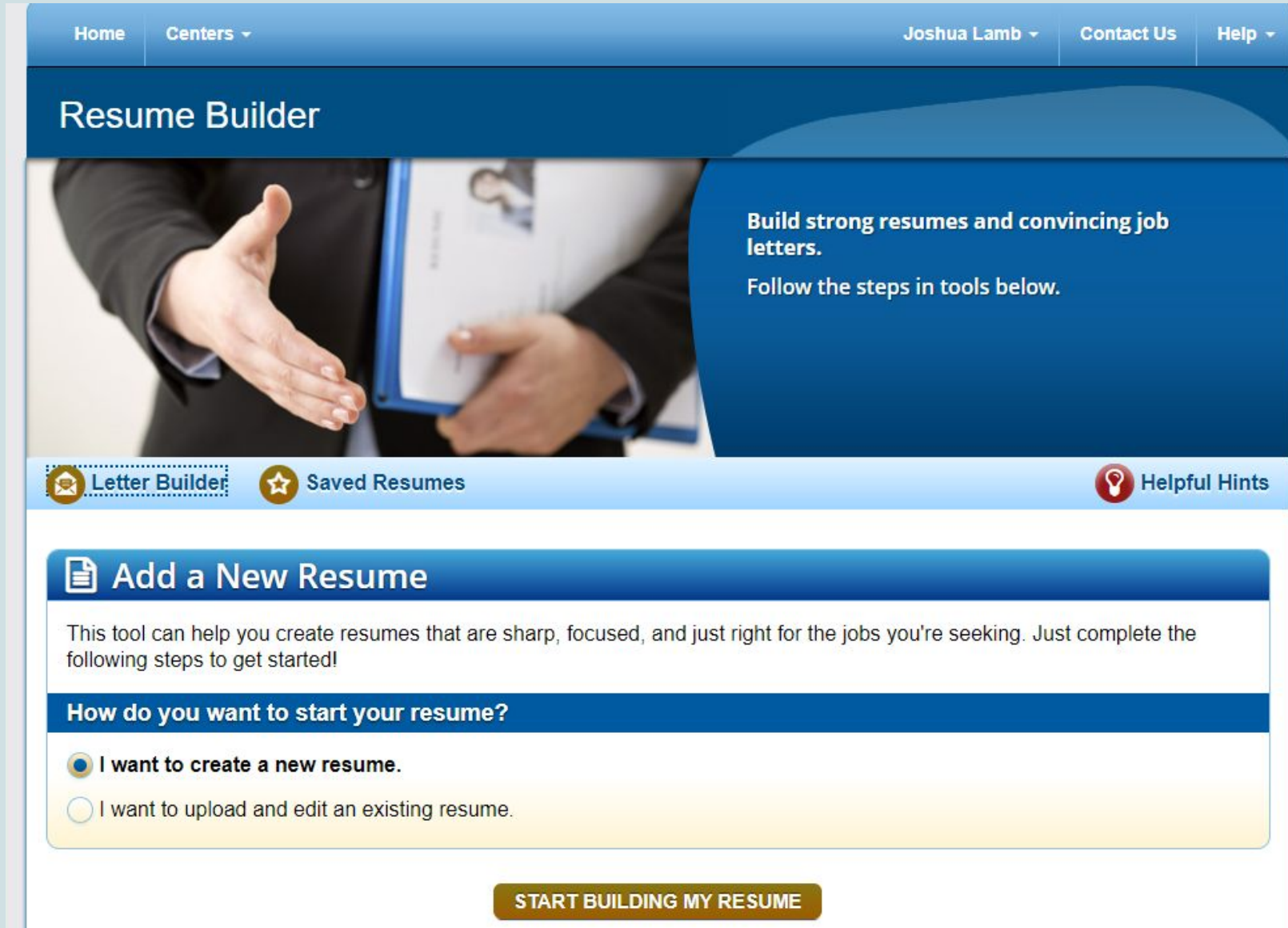


Click the “Start Building Your Resume” button.



# The Resume Builder

From here you have the option of uploading a resume that you have already created, or, creating a new resume. If you choose to create a new resume, Learning Express will guide through that process.



The screenshot shows the 'Resume Builder' section of a website. At the top, there is a navigation bar with 'Home', 'Centers', 'Joshua Lamb', 'Contact Us', and 'Help'. Below this is a header for 'Resume Builder' with a background image of a person in a suit holding a folder. A blue callout box on the right says 'Build strong resumes and convincing job letters. Follow the steps in tools below.' Below the header is a light blue bar with icons for 'Letter Builder', 'Saved Resumes', and 'Helpful Hints'. The main content area has a blue header for 'Add a New Resume' with a document icon. Below this is a text block: 'This tool can help you create resumes that are sharp, focused, and just right for the jobs you're seeking. Just complete the following steps to get started!'. A blue bar asks 'How do you want to start your resume?' with two radio button options: 'I want to create a new resume.' (selected) and 'I want to upload and edit an existing resume.'. At the bottom is a green button that says 'START BUILDING MY RESUME'.

Home | Centers | Joshua Lamb | Contact Us | Help

## Resume Builder

Build strong resumes and convincing job letters.  
Follow the steps in tools below.

Letter Builder | Saved Resumes | Helpful Hints

### Add a New Resume

This tool can help you create resumes that are sharp, focused, and just right for the jobs you're seeking. Just complete the following steps to get started!

#### How do you want to start your resume?

I want to create a new resume.

I want to upload and edit an existing resume.

**START BUILDING MY RESUME**



# Creating a New Resume

## Create a New Resume

Let's get started on building your new resume. First, setup a profile for your new resume.

### Setup Your Resume Profile

**Name Your Resume\*:**  
(Max 50 characters)

**Select Job Category\*:**

**Describe Your Resume:**  
(Max 2000 Characters)

**Select Your Job Experience\*:**

**Choose Your Work Situation:** (If multiple answers apply, please choose the one that best describes your situation.)

- I have a 6+ month gap in work history.
- I'm transitioning from military to civilian workforce.
- I'm looking to change careers.
- None of these options describe my current work situation.**

\* required field

START BUILDING MY RESUME

If you choose to be guided through the process of setting up a new resume, you will be asked to create a profile for the resume.

You have tons of options regarding different job categories. Choosing a certain job category will result in different templates and examples that will give you a great headstart in building a resume.

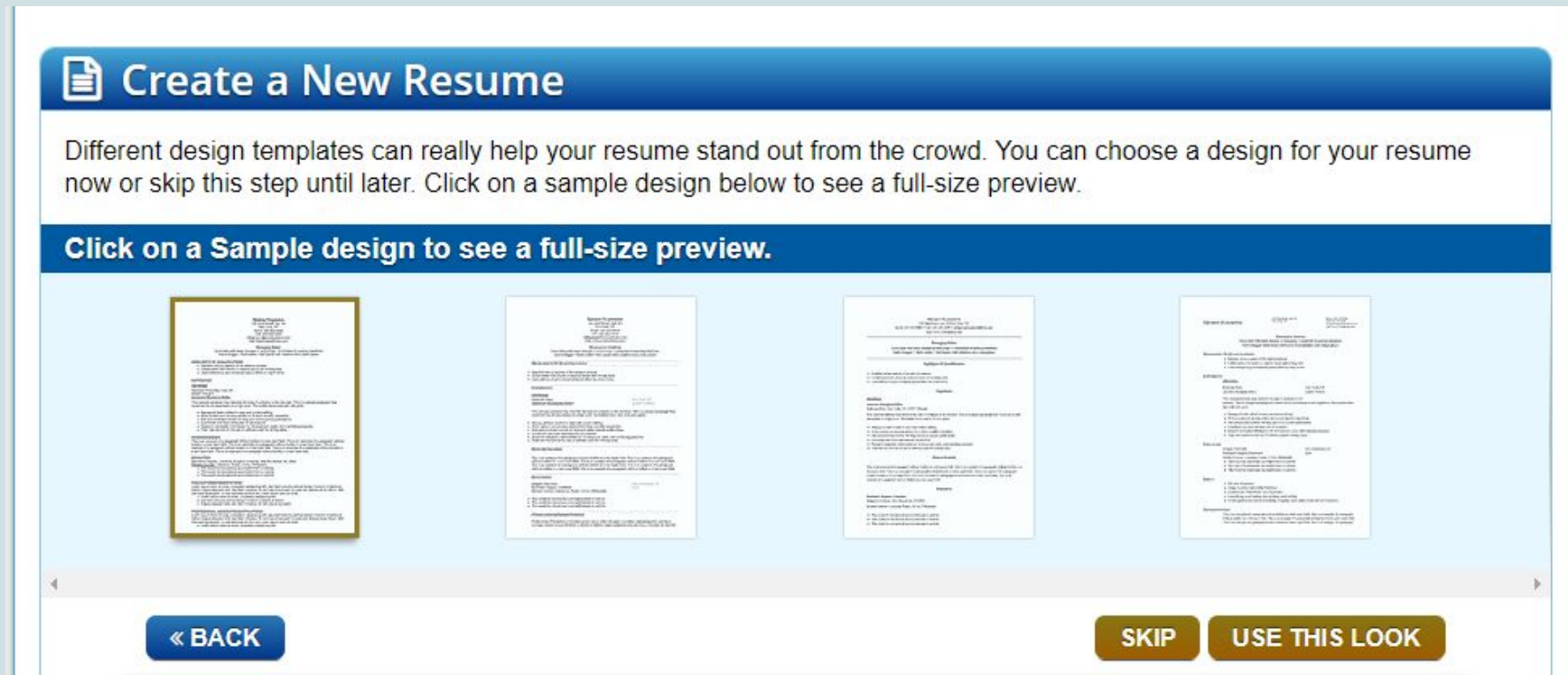


When you are ready,  
start building your  
resume!

# Choose Your Design Template

Here you will be given different templates to help you design your resume. A preview of each is shown below.

If none of these are to your liking, you can always skip this step and create your own look for your resume.



**Create a New Resume**



Different design templates can really help your resume stand out from the crowd. You can choose a design for your resume now or skip this step until later. Click on a sample design below to see a full-size preview.



**Click on a Sample design to see a full-size preview.**

The interface displays four resume template preview cards. The first card on the left is highlighted with a gold border. Below the preview cards is a horizontal scrollbar. At the bottom of the interface, there are three buttons: a blue button with a left arrow and the text "BACK", a dark blue button with the text "SKIP", and a dark blue button with the text "USE THIS LOOK".


# Building Your Resume

Build or Edit Resume Sample Resumes Keyword List Resume Review


You can create or edit your resume below, adding  or editing  the sections that you want to include. When you've finished writing, click the **FINISH AND REVIEW** button to save your resume, re-order sections, apply styles, and more.

Use the  and  buttons to navigate through the different sections of your resume and autosave your work.


< Header >

**Example Resume** 


United States  
exampleresume@gmail.com

**Headline**  Add a Headline


Please Click the Add link to add a Headline.

**Highlights of Qualifications**  Add Highlights of Qualifications

Please Click the Add link to add Highlights of Qualifications.

**Experience**  Add Experience

Please Click the Add link to add Experience.

**Education**  Add Education

Please Click the Add link to add a Education.

At this point you will be able to “Add” information for each portion of your resume. A separate window will pop-up where you can type and save info for each section.

You can always choose to opt out of including certain information. When it generates your resume it will not include any section that is left blank.

# Adding Information

Here is an example of what happens when you try to add information.

If you are stuck, you can even get “Helpful Hints” on what kind of information should go into each area of your resume.








Use the < and > buttons to navigate through the different sections of your resume and autosave your work.



< **Headline** >

### Edit Headline

A **Headline** should catch the reader's attention by briefly stating your job goals and/or what you have to offer.

 *Helpful Hints* 

**B** *I* U |  |  | abc 

 **SAVE**  **CANCEL**

# Done Adding Information?

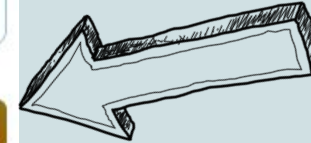
Add a Section

[+ Add a Section](#)

*Please Click the Add link to add a Section.*

« BACK

FINISH AND REVIEW



Hit “Finish and Review” to get a look at what your resume looks like. It will be formatted based on the template you chose at the beginning.



# Here's Your New Resume!







From here you can view, edit, save, email or even print your resume.





If you're feeling stuck, you can take a look at some more sample resumes for inspiration.

## Resume Builder

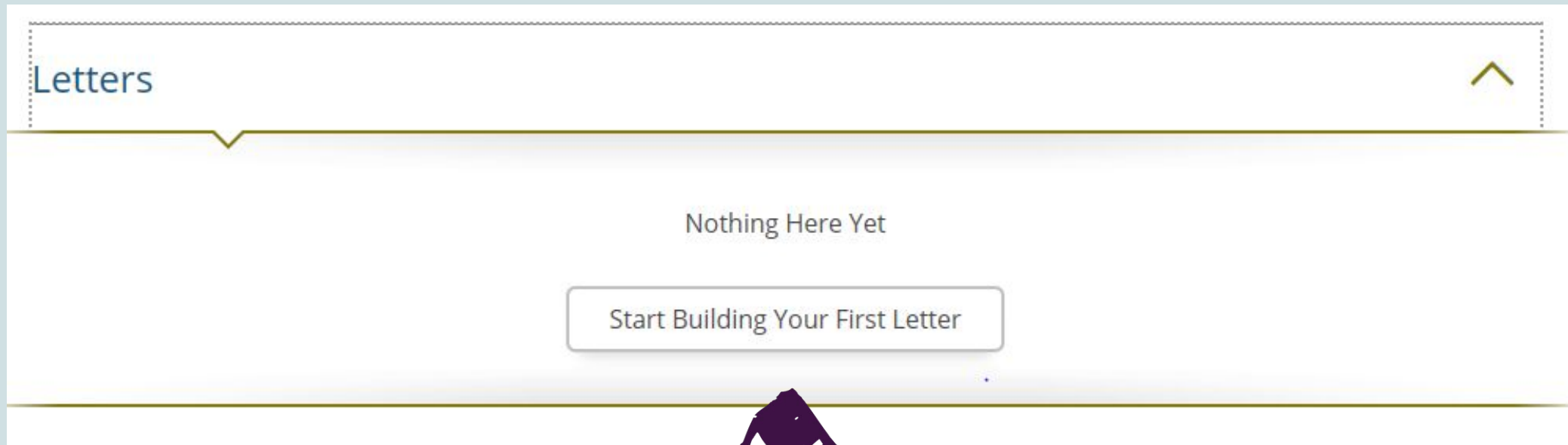
Here it is—your new resume!

 Build or Edit Resume    Sample Resumes    Keyword List    Resume Review

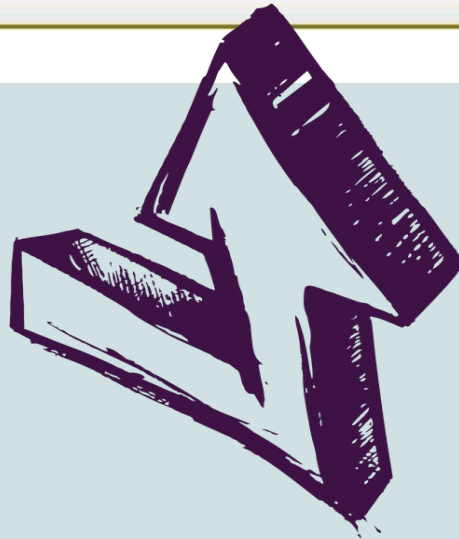
Here's a preview of your resume. Click the **MORE OPTIONS** button below to reorder sections and apply design formats. If you've finished, click the **SAVE MY RESUME** button to add it to My Resumes in your dashboard. You can also email, print, copy, and download this resume directly from this preview by clicking on a button below.

   **MORE OPTIONS**    **SAVE MY RESUME**

# Creating a Letter



Head back to your “Career Dashboard” to start building your first letter!

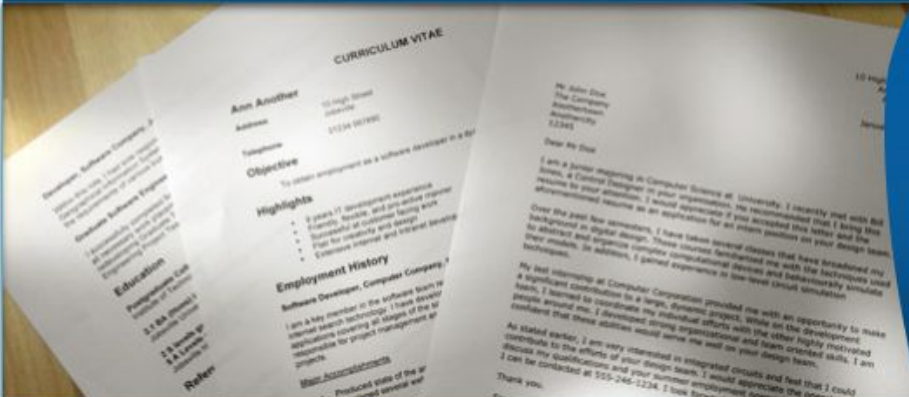




# Letter Builder

Much like the resume builder, you have the option of uploading your own document or creating a new one through Learning Express.

## Letter Builder



**Create convincing job letters.**  
Get started below.

[Resume Builder](#) [Saved Letters](#) [Helpful Hints](#)

### Add a New Letter

This tool can help you create the perfect job letter for every stage of your job search. Just complete the following steps to get started!

#### What would you like to do?

I want to create a new letter.

I want to upload and edit an existing letter.

[START BUILDING MY LETTER](#)

# Creating a New Letter

## Create a New Letter

Let's get started on building your new letter. First, setup a profile for your new letter.

### Setup Your Profile

**Name Your Letter\*:**  
(Max 50 characters)

Cover Letter

**Select Letter Type\*:**

Cover Letter

**Describe Your Letter:**  
(Max 2000 Characters)

*Enter a Description...*

What Would You Like to Do?

- Let's revise a letter saved in My Letters.
- Let's create a letter using a sample.**
- Let's create a letter from scratch.






*You also have the option to revise an already saved letter, create one from scratch, or create a letter using a sample.*

Your next step will be to setup a profile for your cover letter. You will be asked to select a “Letter Type,” of which there are multiple options: Cover Letter, Interview Follow-up, Interview Thank You, and Job Offer. Each of which will give you an example to help you get started.

# Sample Letters

Once you hit submit at the bottom of the previous page, you will be given a sample. From here you also have the option of changing it from a Cover Letter to Job Offer, etc. You will also have multiple examples to look at, if the first one given is not suitable.

 Write or Edit Letter       **Sample Letters**       Preview Letter

Here you'll find sample letters for every step of your job search. You can review the samples below for writing and formatting tips, and then choose an appropriate sample to use as a template that you can personalize and tailor to your needs.

**STEP 1:** Select a letter type:

**STEP 2:** Select a sample letter:

**Why is this a strong Letter?** Roy's letter is enthusiastic and shows a strong interest in the position. This is a great approach to take when eagerly w... the position. This is a great approach to

48 Rue Paul, New Orleans, LA 55555, 555-555-5555  
roy.latiga@yourdomain.com

May 15, 2016

Barry Hong  
SUDA  
New Orleans, LA 12345

Dear Mr. Hong:

Thank you so much for taking the time to meet and talk with me about the Senior Engineer position at SUDA. Our conversation has reinforced my belief that my 14 years of experience in the design and implementation of port and marine structures, combined with my intimate knowledge of the historical marine structures of New Orleans, make me a perfect match for your needs.

**When you're ready, scroll down this page and hit "Use Sample."**

« BACK

USE SAMPLE » 

# Here's Your Letter!

The screenshot displays the Letter Builder interface. At the top, a blue header contains the text "Letter Builder" with an envelope icon. Below this, a message reads "Here it is—your new letter!". A navigation bar features three buttons: "Write or Edit Letter" (highlighted with a dotted border), "Sample Letters", and "Preview Letter". A blue bar below the navigation bar says "Edit and Use a Sample Letter" with a plus sign icon. The main content area includes a "« BACK" button and a "☆ SAVE" button. A rich text editor toolbar is visible with options for bold, italic, underline, bulleted list, numbered list, link, and font settings. The letter content is centered and includes the name "Susan Louis", address "1234 Calibri Court • Atlanta, GA 55555 • 555-555-5555", email "susan.louis@yourdomain.com", date "May 15, 2016", recipient "Bell Bradley", and a paragraph of text starting with "Dear Ms. Bradley:".

**Letter Builder**

Here it is—your new letter!

**Write or Edit Letter** | **Sample Letters** | **Preview Letter**

You can create or edit your letter below, and use the toolbar to add formatting. When you've finished writing, click the **SAVE** button to add the letter to My Letters in your dashboard, where you can email, print, and download it, or just return to it later.

**Edit and Use a Sample Letter** +

« **BACK** | **☆ SAVE**

**B I U** [List Icons] [Font Family] [Font Sizes]

**Susan Louis**  
1234 Calibri Court • Atlanta, GA 55555 • 555-555-5555  
susan.louis@yourdomain.com

May 15, 2016

Bell Bradley  
Human Resources Director  
Centers for Disease Control and Prevention  
1500 Clifton Road  
Atlanta, GA 55555

Dear Ms. Bradley:

As a recent graduate of Emory University with a degree in psychology and a focus on behavioral health, I was fortunate enough to be able to study and intern with professors at the Rollins School of Public Health. I collaborated with behavioral health scientists to implement programs targeting at-risk homeless youth and families. My passions and academic studies have all focused on how to provide the information and resources necessary to improve this population's health. I was very excited to see your posting for a **Behavioral Health Assistant in the**

Once you choose a sample, you will be able to edit it directly on this page. Input your information at the top and be inspired by what is already written. This gives you a head start in creating a great letter.

Once you are finished hit the “Save” button. You will be taken back to the Letter Builder Homepage where you can print, download, edit, or email your letter.



# You Made It!!

Now that you have finished creating a Cover Letter and Resume, you will be able to start your job hunt!

Good Luck!

