

Connect from anywhere with...

- Internet access
- A current (not expired) library card from Whitehall Public Library

Here's How...

- In your browser's location box, type **whitehallpubliclibrary.org**
- Click on **LEARN** from the drop-down menu and then **College & Training** under **LEARNING & MORE**
- Click on **Peterson's Test and Career Prep**
- Enter your library card number if prompted
- Type **Resume** in the search box and then **Create a Resume**
- Log in or click on *New User Signup* to create an account
 - * Creating an account gives you access to your resume and all of this site's tools on any device with an Internet connection

Here's what you can do

- Choose from 20 resume templates
 - * Input information into one style and simply copy that into another to create extras
- Or select one of nine pre-written samples to update with *your* personal information
- Choose a resume option that best matches your experience level
- Select a format based on job type
- Add additional sections to highlight your qualifications: such as computer skills, honors & awards, certifications & licenses or upload your entire portfolio

Whitehall Public Library

100 Borough Park Drive
Pittsburgh, PA 15236

412-882-6622

whitehallpubliclibrary.org

Hours

Monday through Thursday 10-8

Friday 1-5

Saturday 10-4

If you have any difficulty accessing or using this resource, please call us during operating hours.

412-882-6622

We are glad to help



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Create a Resume



creates a professional resume or cover letter that gets results

Choose a design and enter your information, then let Peterson's expertly format your resume for you

Download your finished resume as a Word document or PDF

Publish it online

Share with prospective schools or employers

Brought to you by



Step 1 - Getting Started (basic)

- Click **Create New CV**
- Click **Start from scratch**
- Choose a template
- Put the cursor in any section to type in your personal information –OR–
- Hover over a section and click the pencil icon *on the left* to bring up a fill-in box
 - * This option allows you to add a website's URL

TIPS:

- All work is automatically saved
- Use the top menu bar to change font style, font size, background colors **or** upload a logo
- Hover over filled-in lines and click the arrow *on the left* to move the section up or down
- Hover over filled-in lines and click the trash can *on the left* to delete the section
- Put your cursor in a *description line* to bring up editing tools like bold, underline, italics, indent or align
- Hover over entire groups (e.g. Education) to bring up three icons at the top of that group:
 - * Plus sign to add another section within
 - * Up or down arrow to move the entire group
 - * Trash can to delete the entire group
- Click **Preview** in the top left to view your resume as you fill it in and then click **Edit Resume** to continue working
- Click the **Dashboard** button in the top left to get back to *all* of your saved work or to create a new Resume / Cover Letter / Website

Click the question mark in the bottom right corner for help



Step 2 - Adding Sections

- Click the **Add section** drop-down menu(s) to add as many sections as needed (e.g. summary, skills, upload portfolio)
 - * Vary by template
- **Custom dated** lets you add volunteer work, certifications, awards or other relevant qualifications with start / end dates
- **Portfolio** lets you upload relevant photos, writing samples, projects, or YouTube videos

Step 3 - Getting Your Resume Out

- Click **Settings** from the menu on the left to give it a title and select how to save it:
 - * Public - searchable online (private info shared)
 - * Unlisted - shared only to prospective employers
 - * Export only - download as a PDF or Word
- For a PDF copy, simply click **Download** from the top right and choose Download PDF
- To share to Facebook, Twitter, and LinkedIn or forward by email:
 - * *Resume must be saved as Public or Unlisted to share*
 - * Click **Share** from the top right and choose the appropriate platform(s)
 - * Copy the URL by clicking the **Clipboard** icon to post, share or email another way
- Publish as a website:
 - * Click the **Dashboard** button in the top left
 - * Click **+ Website**
 - * Choose a Resume from the drop-down
 - * Select a template
 - * Click **Share** from the top right and select either Public or Unlisted
 - * Click **Next** and share to a platform

Left side menu options:

- **Appearance** - where you edit the resume
- **Page Layout** - adjust margins or page breaks (use to make your resume one or two pages)
- **Use Sample Content** - nine pre-written samples to get you started (do not use if in the process of creating a resume because your work will be overwritten)
- **Import Resume/CV** - import your current resume from Word, PDF or LinkedIn into one of twenty templates (may need editing)
- **Change Template** - change templates without losing your work
- **Settings** - delete your resume or give it a title and select how to save it:
 - * Public - searchable online (private info shared)
 - * Unlisted - shared only to prospective employers
 - * Export only - download as a PDF or Word
- **History** - keeps track of your edits so that you can go back to an earlier version

Creating Resumes (advanced)

Click **Create New CV**:

- Click **Import resume/CV** to import your current resume from Word, PDF or LinkedIn (may need editing)
- Click **Use sample content** to get started with nine pre-written samples - just add your personal information
- Copy an existing resume - choose any saved resume from the drop-down menu and click **Copy**. Select a new template.