

**We have more than just  
books...**

**MAGAZINES/NEWSPAPERS**

**FREE WI-FI AND PUBLIC  
ACCESS COMPUTERS**

**HELP WITH EMAIL  
ACCOUNT SET-UP**

**REFERENCE LIBRARIANS**

**COMPUTER CLASSES**

**STUDY ROOMS**

**FAX MACHINE**

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**NOTARY PUBLIC**



For more online resources visit:  
**cumberlandlibrary.org/  
job-career-resources**

**CUMBERLAND PUBLIC LIBRARY**

**1464 Diamond Hill Road  
Cumberland, RI 02864**

**401-333-2552 x2  
reference@cumberlandlibrary.org**

**Hours:  
MONDAY-THURSDAY  
9-8  
FRIDAY 9-5  
SATURDAY 9-5 (9-1 IN  
JULY & AUG)  
SUNDAY 1-4 (OCT-  
MAY)**

Updated December 2014

**Cumberland  
Public Library**

## **Writing a Resume or Cover Letter?**



Inside are many websites, books, and library databases to help you learn to:

- \* Format a resume or cover letter for your specific job
- \* Write a cover letter that makes you stand out from the crowd

[Learning Express Library](#) has free eBooks and quick online courses to help you learn how to make your resume or cover letter stand apart from the crowd. You must have a library card to access the database outside of the library.

<http://www.askri.org/learningexpress/lel-intro-splash.html>

- ⇒ Choose “*Job Search & Work place Skills*” from the left-side menu
- ⇒ Next, choose “*Job Search, Resumes & Interviewing*”
- ⇒ Choose “*Creating Great Resumes & Cover Letters*”

[Tutor.com](#) is more than just a homework help site, but includes career resources such as resume writing guidelines and templates, as well as sample resumes and cover letters. You must have a library card to access the database outside of the library.

Access Tutor.com through this website:

[askri.org](http://askri.org)

- ⇒ Click on “*Career Center*”
- ⇒ Scroll down, almost to the bottom of the page and choose “*Career Resources*”
- ⇒ Select a topic, subject, and subtopic

[Universal Class](#) provides online continuing education courses with a growing catalog of over 500 courses. The library provides free access to this site with your library card. After a quick online registration you can take a course in resume writing or other career training classes.

[cumberlandri.universalclass.com/register.htm](http://cumberlandri.universalclass.com/register.htm)

- ⇒ Login or register as a new member.
- ⇒ Under “*Areas of Study*” choose “*Writing Skills*”
- ⇒ Choose “*Resume Writing 101*”

## Free Resume Templates when using Microsoft Word

<http://bit.ly/q0bVnm>

### [RESUME BOOKS](#)

*Expert Resumes for Military-to-Civilian Transitions* / **650.14 ENE**

*Expert Resumes for People Returning to Work* / **650.14 ENE**

*Expert Resumes for Teachers and Educators* / **650.14 ENE**

*Competency-Based Resumes* / **650.14 KES**

*Gallery of Best Resumes* / **650.14 NOB**

*Resumes for Computer Careers* / **650.14 RES**

*Resumes for Re-Entering the Job Market* / **650.14 RES**

*Federal Resume Guidebook* / **650.142 TRO**

*Resumes for Dummies* / **650.142 KEN**

*Resumes for First-Time Job Hunters* / **650.142 RES**

*Resumes That Get You Hired* / **650.142 RES**

### [COVER LETTER BOOKS](#)

*The Adams Cover Letter Almanac* / **650.142 ADA**

*Knock ‘em Dead Cover Letters* / **650.14 YAT**

*15-Minute Cover Letter* / **650.14 FAR**