

**TO ACCESS
CYPRESS
RESUME IS AS
EASY AS 1-2-3**

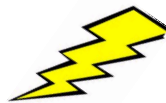
1. Go to:
www.cabarruscounty.us/library
2. Click on
'eResources' &
scroll down to
Jobs and Careers.
Click on it. Click
on 'Cypress Re-
sume.'
3. Log in with your
library card num-
ber.
4. **IMPORTANT:**
***You must create
a User Profile in
order to retrieve
any of your
information!***

*Your username is your
Email address*

Then you can:

- Create resumes,
cover letters and
reference sheets

CYPRESS RESUME
-Designed to help you obtain
that all-important job
interview-



Technical Support

Tel: 707-238-4525

Email: support@cypress
resume.com

Cypress Information Services

P. O. Box 7152

Petaluma, CA 94955-7152

Tel: 707-238-4525

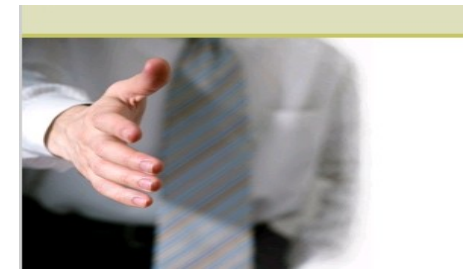
Fax 707-774-1329

Telephone Hours: Mon.—Friday,
9:00am to 5:00 PST



**Cypress
Resume**

**Allows you to create perfectly
formatted resumes in
minutes!**



**Cabarrus County
Public Library**

Concord Branch
27 Union St., North
Concord, N. C. 28025
704-920-2050

Kannapolis Branch
850 Mountain St.
Kannapolis, N. C. 28081
704-920-1180

Mt. Pleasant Branch
8556 Cook Street
Mt. Pleasant, N. C. 28124
704-436-2202

Harrisburg Branch
201 Sims Parkway
Harrisburg, N.C. 28075
704-920-2080



CYPRESS RESUME: YOUR PATH TO A NEW CAREER

WHAT IS CYPRESS RESUME?

Cypress resume is a software program in which you can simply type in your basic information & it will compose a resume/cover letter & reference sheet in a professional format.

WHERE CAN I ACCESS IT ON MY COMPUTER?

It is available on the library's website:
<www.cabarruscounty.us/library>
Just look under 'eResources.'
In addition, you can look under:
<<http://cypressresume.com>>
Either way, you must have your library card!

HOW IS CYPRESS RESUME DIFFERENT FROM OTHER RESUME PROGRAMS?

Cypress can select from a database of tens of thousands of professional statements to make your resume. You need not concern yourself with this (as you would with other resume programs.)

WHAT ARE RESULTS FROM USING CYPRESS RESUME?

1. Cypress Resumes are designed to grab the attention of the employer
2. Cypress Resumes are always perfectly formatted. Page layout and content are adjusted based on the amount of information entered.



CAN I CREATE A COVER LETTER THAT WILL RELATE TO MY RESUME?

Yes. Cypress currently offers two cover letters specific to the jobs in its database. In addition, it also houses two generic cover letters applicable to most professions.

WILL CYPRESS RESUME ALLOW ME TO CREATE A REFERENCE SHEET FOR EMPLOYERS?

Yes. It is a fact many employers will ask potential employees for references. This package compose for you a reference sheet. All you have to do is enter basic information about yourself and your selected reference contacts.

WHAT DOES THE IMMEDIATE FUTURE LOOK LIKE FOR CYPRESS RESUME?

It will be growing so it can be more helpful to you. Additional resume styles, custom letter formats and speed improvements are planned for the site.

WHAT ARE THE TECHNICAL REQUIREMENTS TO USE CYPRESS RESUME?

If you are using Internet Explorer, version 7 or later is required. For all browsers JavaScript and cookies need to be enabled

IS THE SOFTWARE REGULARLY UPDATED?

Yes

HOW MANY PROFESSION ARE COVERED BY THE CYPRESS RESUME SOFTWARE?

Over 100,000 professions are represented by over 1,100 core task groups

QUICK STEPS TO BUILD YOUR RESUME

1. Enter your resume information
2. Choose the title of your desired job or select the skill set
3. Choose from a collection of concise job statements
4. Create User Profile.

