Cypress Resume

Allows you to create perfectly formatted resumes in minutes!

Create a Resume!

Develop your Cover Letter!

Establish a Reference Sheet!

Choose specific job statements!

Cabarrus County Public Library

CYPRESS RESUME

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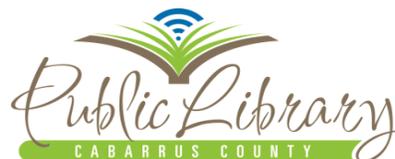

Technical Support

Telephone: (800) 833-8586 ext. 218

Email: awaring@worldtradepress.com

Cabarrus County Public Library

www.cabarruscounty.us/library

www.facebook.com/cabarruscountylibrary

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

Go to:
www.cabarruscounty.us/library

Click on 'eResources.' Then click *Careers, Job Search.* Now click on 'Cypress Resume."

Log in with your library card number.

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: 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 THE BENEFITS FROM USING CYPRESS RESUME?

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 composes 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?

The use of 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 PROFESSIONS ARE COVERED BY THE CYPRESS RESUME SOFTWARE?

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

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QUICK STEPS TO BUILD YOUR RESUME

Enter your resume information.

Choose the title of your desired job or select the skill set.

Choose from a collection of concise job statements.

4. Create User Profile.