

# WORKSOURCE WHATCOM

## RESUME RESOURCES

WorkSource Resource Specialists are available to provide limited assistance with resume and cover letter review from 8:00am – 4:45pm, Monday through Friday. Additional resume assistance may be provided in the Resource Area on the second and fourth Thursdays of each month from 5:00pm -7:00pm.

### Free Workshops

- Applications, Resumes and Cover Letters – every Tuesday from 1:30 - 4:30pm
- Producing Your Resume Using the Computer – first and third Thursdays from 2:00 – 4:00pm  
**You must have a draft resume and bring an IBM formatted 3 1/2” diskette to participate.**

### Free Resume Writing and Interviewing Software

- WinWay Resume

### Free Handouts – available at [www.WorkSourceNorthwest.com](http://www.WorkSourceNorthwest.com)

- Resumes: What is a Resume?
- Resumes: How Can I Make One?
- Resumes: What Are They?
- Resumes: Putting Your Resume on Go2WorkSource.com
- Resumes: 10 Steps to a Great Resume

### Books available at WorkSource Whatcom

- Blue Collar and Beyond  
by Yanna Parker
- Resumes that Knock'em Dead  
by Martin John Yale
- Damn Good Ready-to-Go Resumes  
by Yanna Parker
- Designing the Perfect Resume  
by Pat Criscito
- Expert Resumes for Healthcare Careers  
by Wendy Enelow and Louise Kursmark
- Resumes for High School Graduates  
VGM Career Horizons
- Expert Resumes for People Returning to Work  
by Wendy Enelow and Louise Kursmark
- Resumes for the First Time Job Hunter  
VGM Career Horizons

**Resume and Cover Letter Writing Services** – Consult the local phone book for additional cover letter and resume writing resources.

**Free Online Typing Tutorial** – The following website may be used to upgrade your keyboarding skills. WorkSource Whatcom does not provide typing service.

- [www.learn2type.com](http://www.learn2type.com)
- [www.typingtest.com](http://www.typingtest.com)



WorkSource Whatcom is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.