



Grande Prairie, Alberta

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Working with Cypress Resume



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1 About Cypress Resume

Cypress Resume is an eResource that helps you quickly and easily build resumes, cover letters and reference sheets. Cypress offers you different designs and lets you choose and edit job duties, qualifications. Cypress will guide you on what to say or what skills to highlight by selecting the type of job or industry you are looking to go into. This resource can be used by anyone looking to get a basic entrance position and experienced workers.

You can create as many resumes, cover letters and reference sheets as you like and adapt them to the industries and jobs that you are applying for. Save the good ones to your account and you can always access them when you have an internet connection or publish them on job websites to get your name out there.

2 Account

2.1 Create

To begin using Cypress, create an account to save all of your resumes, cover letters and reference sheets to.

1. Select "Login" on the top right
2. Enter your library card number
3. In the "Manage My Profile" box, select "Login"
4. In the "Create Profile" box, input your email and password and select "Create"

2.2 Use

To login to your account:

1. Select "Login" on the top right
2. Enter your library card number
3. In the "Manage My Profile" box, select "Login"
4. In the "Profile Login" box, input your email and password and select "Login"

1. All the documents you have created and saved to your account will appear in the "My Documents" box. Here you can download the documents in different formats, edit, change the document name, delete or publish them online on work and job posting websites.

The screenshot shows the 'My Documents' interface. At the top, there is a table with columns: Document name, Download, View, Edit, Delete, Publish, Date, and Type. The table contains three rows of documents: 'Librarian Resume', 'Librarian References', and 'Librarian Cover Letter'. Each row has a 'File format' dropdown, 'View', 'Edit', and 'Delete' buttons, and a 'Publish' button. The dates are all '07/08/2016'. Below the table, there is a 'New' section with three options: 'Resume (Create a New Resume)', 'Cover Letter (Create a New Cover Letter)', and 'References (Create a New References Document)'. To the right of the 'New' section, there is a 'Saved' section with a message: 'Your documents are saved smercer@peacelibrary...'. Red arrows point from the text on the left to the 'Librarian Resume' and 'Cover Letter (Create a New Cover Letter)' options.

Document name	Download	View	Edit	Delete	Publish	Date	Type
▶ Librarian Resume	File format	View	Edit	Delete	Publish	07/08/2016	Resume
▶ Librarian References	File format	View	Edit	Delete	N/A	07/08/2016	References
▶ Librarian Cover Letter	File format	View	Edit	Delete	N/A	07/08/2016	Cover Letter

Help

New

- ▶ Resume (Create a New Resume)
- ▶ Cover Letter (Create a New Cover Letter)
- ▶ References (Create a New References Document)

Saved

Your documents are saved smercer@peacelibrary....

2. To create new documents, select "Resume," "Cover Letter," or "References" from the "New" box to get started

3 Resume

Select “Resume” from the “New” box on your account page or start at the home page and select “Go” from the “Create Your Resume” box.

1. Select which document template you want. Strictly Business is a basic static template while Editor’s Choice lets you stylize the document.
2. Fill out the main form with your personal and contact information
3. Enter your employment history beginning with the most recent. You can select “I have more work history information to enter” if you need more space. Select “Next Section” when done.
4. Enter your education history. You can select “I have more education information to enter” if you need more space. Select “Next Section” when done.
5. Enter any certificates or training. You can select “I have more training information to enter” if you need more space. Select “Next Section” when done.
6. Type in a keyword in the quick search bar, browse by industry or by job titles to start specifying your resume.
7. Review the different job descriptions for that job and find that one that matches your job the most. Select “Select this job.”
8. Browse through the statements in the “Professional Profile Statements,” “Software and Tools Section,” and “Skills and Abilities Section.” You can select “Edit” beside any of the statements to edit them to your experience. Select “Next Section” when done.
9. You will be brought to your account. Select the document name and save the file name as you want. You can select view, edit, or publish as well as select a format to download your resume in.

4 Cover Letter

Select “Cover Letter” from the “New” box on your account page or start at the home page and select “Cover Letter” from the “Supporting Documents” box. If you have a resume for a specific job title, you will be asked if your cover letter is for the same job.

If you select “Yes”:

1. Browse through 4 templates of cover letters. You can select them as they are OR you can select “Edit” to stylize the cover letter. Select “Next Section” when done”
2. You will be brought to your account. Select the document name and save the file name as you want. You can select view, edit, or publish as well as select a format to download your cover letter in.

If you select “No”:

1. Type in a keyword in the quick search bar, browse by industry or by job titles to start specifying your resume.
2. Review the different job descriptions for that job and find that one that matches your job the most. Select “Select this job.”
3. Browse through 4 templates of cover letters. You can select them as they are OR you can select “Edit” to stylize the cover letter. Select “Next Section” when done”
4. You will be brought to your account. Select the document name and save the file name as you want. You can select view, edit, or publish as well as select a format to download your cover letter in.

5 References

Select “References” from the “New” box on your account page or start at the home page and select “References” from the “Supporting Documents” box.

1. Enter your name and contact information. Select “Next Section” when done.
2. Fill out your references form. The fields with a * beside it must be filled Select “Next Section” when done.
3. You will be brought to your account. Select the document name and save the file name as you want. You can select view, edit, or publish as well as select a format to download your cover letter in.

6 Help

If you have any questions or need any help, select the tabs on the top right “Contact” and “Support.”