

# GET YOUR RESUME READY



## Top Tips to Consider:

- Save time by using prebuilt templates in Microsoft Word
- Save your resume as a Word Document so that you can make updates and changes (but email your PDF)
- Email a resume to yourself to keep your progress
- Keep multiple copies and printed backups

## Optimal Resume:

- Access at: [elmhurstpubliclibrary.org/247-e-library/research-reference/jobs-employment/](http://elmhurstpubliclibrary.org/247-e-library/research-reference/jobs-employment/)
- Create free resumes using the Optimal Resume Toolkit
- Save your resume and access it online
- Interview Video Prep

## Even More Resources for Job Seekers:

- [Tutor.com](http://Tutor.com): one on one job search help at [elmlib.org/tutor](http://elmlib.org/tutor)
- [Lynda.com](http://Lynda.com) – Online learning platform for both technology skills, job seekers, business skills, and more.

Optimal resume gives you these options when downloading your resume.

