Cornell Cooperative Extension
Rensselaer County

Resume Help for Job Seekers

Prepared by the Digital Literacy Education Program

A well-written resume and cover letter will get you noticed by a potential employer. Here are some tools to help you compose a professional set of documents.

Free Online Help:

NYS Dept of Labor
At the NYS DOL website, you can access career development resources including resume info and templates.
Visit: https://dol.ny.gov/career-development

LinkedIn Resume Builder
If you already have a LinkedIn profile, use their resume builder tool to turn your online profile into a resume with just a few clicks. You can then search for employment with LinkedIn Jobs.
Visit: www.linkedin.com

Free In-Person Help:

- **Rensselaer County One-Stop Career Center**
  Open to anyone seeking employment
  1600 Seventh Avenue, 4th Floor, Troy, NY
  (518) 270-2860

- **Cornell Cooperative Extension Digital Literacy Program**
  Resume help for Rensselaer County residents
  By appointment only, call to schedule
  (518) 272-4210 x108

- **Capital District Educational Opportunity Center ATTAIN Computer Lab**
  Free program, ages 17+, enrollment is required
  431 River Street, Troy, NY
  (518) 273-1900 x2111

Resume Writing Tips

- Create a professional letterhead that includes your name, telephone number, and email address. (*Tip:* Use a matching letterhead for your cover letters.)

- Use standard, professional font choices.

- Consider using color for your name and resume section labels. Some touches of modest and tasteful color can catch the employer's eye.

- Use past tense verbs for job duties you've performed in past jobs.

- If you are currently employed, use present tense verbs for job duties you are currently performing.

- Avoid repeating the same phrase often. *Tip:* www.thesaurus.com can help you find similar phrases to use to keep your resume fresh and interesting.

- Use the grammar and spell check tools available in your document processing software to correct any mistakes.

- Save your final draft twice. First, save it in an editable format, such as a Word document, so that you can update it later, if necessary. Then, save it a second time, changing the file type to PDF format. PDF files are smaller and easier to email or upload into job search websites, but aren't easily editable.