



## Southborough LibGuide: Cypress Resume

### What is Cypress Resume?

Cypress Resume is an easy to use, online resume builder. With three guided steps, you can create eye-catching resumes, setting your application apart from other applicants. Cypress Resume also allows users to create cover letters and reference lists, in addition to managing and editing documents for future use.

### How do I use Cypress Resume?

From the [Southborough Library Homepage](#), click on the **Resume** button located at the bottom of the right sidebar. Next, enter your 14-digit Southborough Library Card number and click **Go!** At this point, you may proceed immediately with **Create Your Resume**, or proceed with **Manage My Profile** to create your *User Profile* first. (*Creating a User Profile allows you to store documents for future editing and management*).

To get started with creating a resume, click **Go!** in the **Create Your Resume** box. Then, choose a document style. Cypress Resume will walk you through three categories of information:

- Step 1 - Background Information
- Step 2 - Desired Job or Highlighted Skill Set
- Step 3 - Selection of Job Statements

As you enter data, Cypress Resume will format the information into a professional-looking resume. Click on [Cypress Resume: How It Works](#) to see step-by-step visual instructions.