

September is Update Your Resume Month

If you are looking for a new job, you will need an updated resume. Fortunately, the library can help. Our new resource, Gale Presents Peterson's Career Prep, is a one-stop database for your job searching needs. It offers resume templates, a career and job finder, education and training information, and job searching advice.



To Use Peterson's Career Prep, go to LowellLibrary.org and scroll down to [Electronic Resources](#). Click [Learn More](#).

ELECTRONIC RESOURCES

We have subscriptions through our consortium to various electronic research resources. The subjects and materials range from online databases of business and science articles, to ebooks and audiobooks for use on your computer screen, tablet, or handheld device.

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Scroll down the page. Under [General Research](#), choose [Gale Group Databases](#).

General Research

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- [Gale Group Databases](#)

Find [Gale Presents Peterson's Career Prep](#) and click on the link to enter the database.



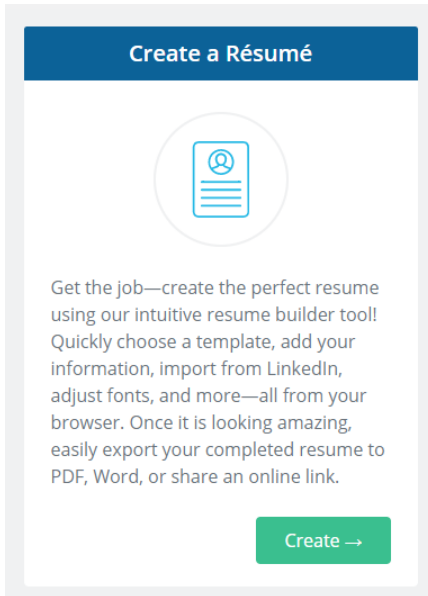
Gale Presents: Peterson's Career Prep

You may be asked to enter your library card number.

Once you are in the database, click [Register](#) to create an account. This will allow you to save your work. When you return, choose [Login](#) and enter the username and password you created.



Click the [Create](#) link in the [Create a Resume](#) box, choose the style you like, and you are on your way to a new, formatted resume. You also have the option to upload a resume that you already created in Microsoft Word. Once your resume is in Peterson's Career Prep, it will be saved in the database. You will be able to open it the next time you log in. You can also download your resume as a Word document or .pdf.



If you have a resume and only need to make a few updates, you can do that in Microsoft Word or Google Docs. If your resume is saved as a .pdf, you will not be able to change it unless you convert it to Word. Please note that it is not always easy to work with a converted .pdf.

Always remember to double-check your work. Make sure your spelling is correct and your formatting is consistent.

Save a copy of your resume in Microsoft Word or Google Docs so you can edit it later. If you use Google Docs, you can view and edit your resume from any computer with Internet access. If you create your resume in Microsoft Word, save it on a flash drive or email a copy to yourself. Resumes saved on the library computers will be erased when the computer restarts.

Questions? Call the Reference Desk at [978-674-4121](tel:978-674-4121).