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Resume Resources & Tips

- Canva is a great resource for creating resumes, portfolios, business cards, menus, logos, flyers, etc.

- Everyone has access to Canva and can access it through Clever or Office 365.

- [How to write a resume: 10 tips to get you started](#) (Canva)

- [Tips on writing resumes & cover letters](#) (Harvard University)

- Use an easy to read font (type and size): template default or no smaller than 12 pt.

- Make sure the resume template is size is 8.5 x 11 in.

- Minimize the use of color, especially for the background.

- Highlight transferable skills: problem solving, leadership, teamwork, communication, creativity, etc.

- Be specific.

- Be creative and create your own logo, include a QR code to your portfolio, etc.

Need more help? Ask a librarian!

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