



LOUDOUN WORKFORCE RESOURCE CENTER
A proud partner of the AmericanJobCenter network

Loudoun Workforce Resource Center

Menu of Résumé Services

Workshops (These workshops are held on site and on a virtual platform)

Résumé 101 Workshop

In this workshop, you'll learn the basics of putting together an attractive and effective résumé. You must have available either a copy of your most recent résumé or fill out the Resume Worksheet found on our website at www.loudoun.gov/wrc. The instructor will assist you with the format and content of your résumé. After the workshop, write a new résumé or enhance your current résumé with what you learned. You will have the opportunity to have your finished résumé critiqued. [See website for details.](#)

Résumés & Cover Letters – Make Yours Stand Out

In this workshop, learn the essentials of writing your résumé and cover letter so that you stand a better chance of getting noticed by hiring managers. After the workshop, write a new résumé or enhance your current résumé and cover letter, with what you learned. You will have the opportunity to have your finished résumé critiqued. [See website for details.](#)

Professional Level Résumé Writing Workshop

This one-on-one session is for those who are targeting their résumé toward a particular job opening, profession or specific employment sector.

Pre-Requisites: You must be working with and Employment or VIEW counselor who recommends you for this opportunity. You must have the ability to type using MS Word and/or have your résumé in MS Word in electronic form.

Virtual Résumé Assistance

Résumé Critiques

The WRC offers a review of your current résumé document with an Employment Counselor who will provide tips and pointers on a preferred format and content for your résumé. Critiques are offered through a virtual platform, by appointment only. Please contact the WRC at 703-777-0150 and press 1 to schedule an appointment.

Center Résumé Resources

Winway Résumé Deluxe

A résumé writing software tool available on all computers in the WRC for self-service résumé development. The template walks through résumé basics of Heading, Work Experience, Education and more. Choose different themes and find job-specific key words. Currently available by appointment only. Please contact the WRC at 703-777-0150 and press 1 to schedule an appointment.

Résumé How-To Books

The WRC has a variety of résumé book resources for customers to use while visiting the Center. Also, ask for your free copy of "Your Job Search Handbook". Chapter 2 of this handbook addresses résumés, cover letters and selling yourself on paper.

Résumé Handouts

Grab 'n' Go résumé resources, to include a resume samples packet, "The Quick Job Finding Pocket Guide" covers the résumé on pages 45-51 and "12 Tips for Job Search Success" covers résumés on

pages 4-5. These items are available by request at no cost for all customers. Please contact the WRC at 703-777-0150 and press 1 for details.

Menu of Résumé Services ~ Continued

Online Video Resources

<https://www.youtube.com/watch?v=UP-SgrvAYYo>

Career Website Links

www.vavizard.org

On this career site, click on “I Want to Join the Workforce”. Then select “Practice” for resume and interviewing help.

www.onetonline.org

This career site has detailed descriptions of the world of work for use by job seekers and workforce professionals. Search job descriptions for language to use when writing your work history on the resume.

www.gcflearnfree.org

On this site, click on “Work and Career”. Then select “Job Search” to find help with resume writing.

<https://owl.english.purdue.edu/owl/>

This is an online writing lab site at Purdue University that houses writing resources and materials for students and members of the community. Once on the site, click on “Job Search Writing.”

Community Resources

Christians Are Networking

A program sponsored by St. Theresa Church’s and the Catholic Charities of Arlington Diocese. This ministry helps job seekers with coaching and training in résumé writing, online resources, and honing networking and interviewing skills. For information, call Raelene Wagoner at 703-724-0683 or can@sainttheresaparish.com. You can also download and print their Résumé Writing module at <https://sainttheresaparish.com/divine-mercy/divine-mercy-outreach/christians-are-networking/>.

Workforce Connections

This faith-based program is offered through the Tree of Life Ministries at Purcellville Baptist Church and helps job seekers with job searching strategies, résumés and interviewing skills. For information call 703-554-3595.

Career Network Ministry

CNM provides caring support to anyone in a work/life transition. The ministry offers consultation in job searching, résumé development and interviewing techniques. Contact Bob Korzeniewski at 703-887-3000. More information can be found at <https://careeministry.org/>

