



LOUDOUN WORKFORCE RESOURCE CENTER  
A proud partner of the AmericanJobCenter network

# Loudoun Workforce Resource Center

## Menu of Résumé Services

### Workshops

#### Résumé 101 Workshop

In this workshop, you'll learn the basics of putting together an attractive and effective résumé. You must bring with you either a copy of your most recent résumé (saved on flash drive or email) or fill out and bring the Resume Worksheet found in the WRC and on our website at [www.loudoun.gov/wrc](http://www.loudoun.gov/wrc). The instructor will assist you with the format and content of your résumé and you'll leave the workshop with a finished document ready to use. This workshop is offered monthly; to register visit [www.loudoun.gov/wrcworkshops](http://www.loudoun.gov/wrcworkshops).

#### Professional Résumé Writing Workshop

This workshop is for job seekers who are targeting their professional-level résumé toward a particular job opening, profession or specific employment sector. A review of your current résumé by an Employment Counselor is required prior to registration for this workshop.

### Walk-in Résumé Assistance

#### Résumé Critiques

The WRC offers a brief, 15-minute 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 each Tuesday and Thursday from 9:00am to 11:50am on a walk-in basis. Bring a hard copy of your résumé and information on the jobs or industries that you are targeting.

### 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. Available for use on a walk-in basis during WRC operating hours. Ask staff for assistance if you need help getting started. Bring a flash drive to save your finished product.

#### 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, are available in the WRC at no cost for all customers. Ask staff if you need assistance finding these resources in the Center. "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.

# Menu of Résumé Services ~ Continued

## Online Video Resources

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

## Career Website Links

[www.vawizard.org](http://www.vawizard.org)

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

[www.onetonline.org](http://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](http://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. Meetings occur on 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays from 7-9:00pm at 21370 St. Theresa Lane, Ashburn, 20147. For information, call Raelene Wagoner at 703-724-0683 or [can@sainttheresaparish.com](mailto: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. Meetings are held Tuesdays from 7-9:00pm, 210 N. 21<sup>st</sup> Street, Purcellville, 20132. Phone contact is 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. Meetings are open to all and registration/orientation for first time visitors begins at 6:00pm. The program runs from 6:30pm to 10:00pm each Tuesday at McLean Bible Church. Contact Bob Korzeniewski at 703-887-3000. More information can be found at [www.mcleanbible.org/connect/career-help](http://www.mcleanbible.org/connect/career-help).

