

# Resume Resources

## Resume and Job Search Workshops & Assistance

The Louisville Free Public Library offers monthly workshops on resume writing and career and job searching. Please see the events calendar for details or call 574-1611.

The following KentuckianaWorks partner organizations are One-Stop Career Centers. They offer resume writing tools, career guidance, job search workshops, access to computers, faxes, phones and other resources for job seeking.

**Kentucky Department for  
Employment Services**  
6<sup>th</sup> & Cedar Streets  
Louisville, KY 40202  
(502) 595-0099

**Riverport**  
6900 Riverport Drive  
Louisville, KY 40258  
(502) 933-3045

**Metropolitan College**  
Jefferson Educational Center  
200 W. Broadway, 9<sup>th</sup> Floor  
Louisville, KY 40202  
(502) 213-4520

**Shepherdsville\***  
445 Highway 44  
Shepherdsville, KY 40165  
(502) 955-9131  
*\*Open Wednesdays and Thursdays*

**Nia Center**  
2900 W. Broadway, Suite 100  
Louisville, KY 40211  
(502) 574-4100

**JCC Southwest\***  
Student Community Building  
1000 Community College Drive  
Louisville, KY 40272  
(502) 213-7376  
*\*Open Mondays and Tuesdays*

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### Sample Resumes & Books on Writing Resumes

The Louisville Free Public Library has many books with

- Sample resumes
- Advice on writing resumes & cover letters
- Advice on job seeking & networking
- Advice on interviewing

**Most are located in the 650.14 area.**

### What Program Should You Use to Type Your Resume?

Microsoft Word is the most commonly used program.

Resume templates are available.

- Open **Microsoft Word**.
- Click on **File** → **New** → **Other Documents** → **Resume Wizard** → **OK**.

