

Get Job Help @ Your Library* from WinWay Resume Deluxe

Find the right language for your resumes and cover letters using the AutoWriter. Make sure you included everything using the Resume Auditor. Watch example interviews and learn how to prepare for your own. Search for job opportunities. **This database only available from within the Library.**

From the Electronic Resources Computers in the library,
Click on “WinWay” to access this tool

WinWay provides a wonderful tool called “AutoWriter.” AutoWriter can help you move beyond the “How do I start?” or “what else should I say?” writer’s blocks.

1. Access it by choosing to either “Create a Resume” or “Create a Letter.”
2. Once the page opens up, you can double-click on the segment you wish to edit
3. Click the red “AutoWriter” button to view suggested language.

WinWay provides video examples of an actual interview between two people.

Click on the “Interview” tab at the top of the screen. You can watch all the way through, or skip to certain sections by using the contents list to the left.

WinWay provides tutorial videos that cover a wide variety of job seeking topics.

Click on the “Video” tab at the top of the screen. You can choose your topic by click on the red “Topic” button on the upper left corner of the video screen.

Important tips!

- To save a resume or letter, click on the SEND mailbox on the left side of the Letter or Resume screen under “Tasks.” Choose “Export to a File” and then choose the format you wish to use. (You can edit RTF files in MSWord, you CANNOT edit PDF files.)
- To view examples of letters for different professions, click on the file drawer on the left side of the screen under “Tasks.” In the pop-up window you can choose a profession similar to your own and then edit the details to fit your position.
- Use the Resume Wizard by clicking on the Top Hat on the left side of the Resume Screen under “Tasks.” This will guide you through designing your resume by asking you questions and then formatting your answers for you.

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