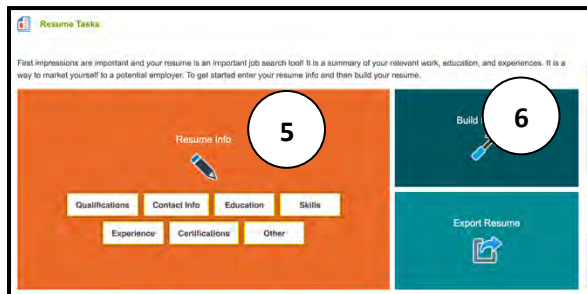
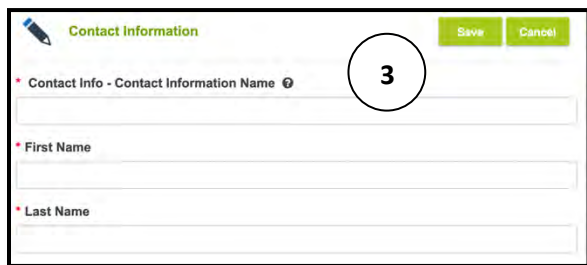
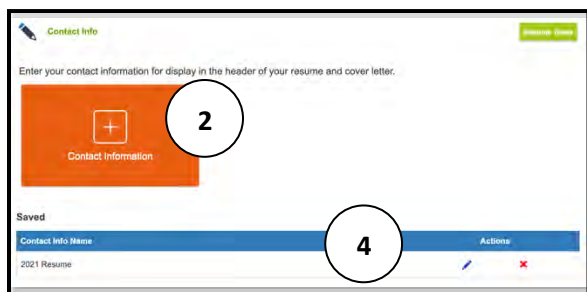
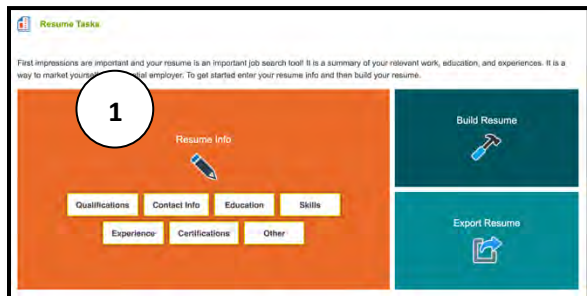


Resume Builder

Resume builder is a tool to help summarize relevant work, education, and experiences for potential employers.

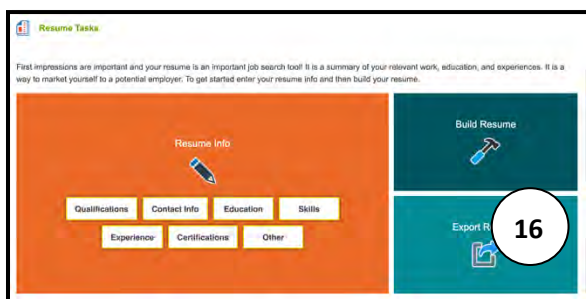
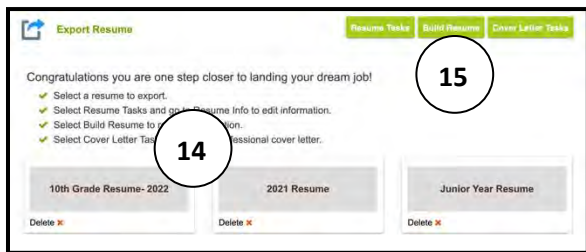
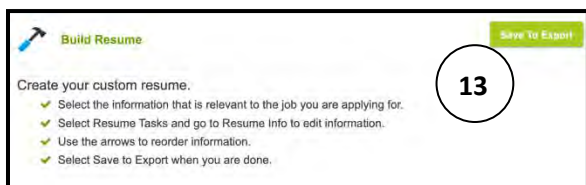
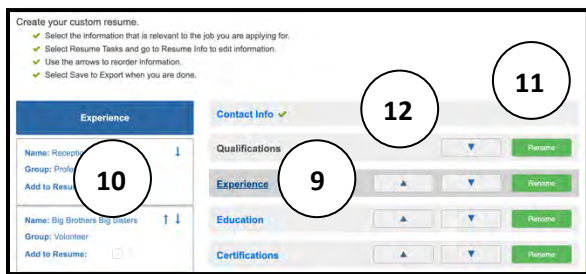
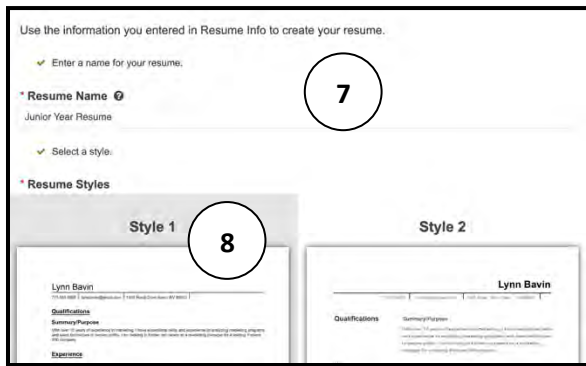


Instructions

1. Enter **Resume Info** to begin building resume. Select **Contact Info**.
2. Select + **Contact Info** to enter new contact information.
3. In line one, enter a unique name to save the entry (ex: Junior Year Contact Info). This is an entry name and does not display on the resume. Continue entering information in relevant fields. Select **Save** when finished.
4. Saved entries display in list. Select **pencil** to edit and **x** to delete.
5. Continue to enter **Resume Info** in categories that are relevant for the user and resume. Note that categories are optional.
6. After entering all desired Resume Info categories, select **Build Resume** to create a resume.



Resume Builder



7. Enter **Resume Name** to identify file when saved (ex: Junior Year Resume). This is a file name and does not display on the resume.
8. Select preferred **Resume Style**.
9. Select **resume categories** with entries from Resume Info. Entry options display.
10. Review entry options. Select **Add to Resume** to include on resume. **Reorder** entries using arrows.
11. Use **Rename** to change section title.
12. Use **arrows** to reorder sections.
13. Select **Save to Export** to save resume.
14. All resumes save in **Export Resume**. Select resume to see preview and export to Word or PDF.
15. Return to **Resume Tasks** or **Build Resume** to adjust entries, select **Cover Letter Tasks** to begin building cover letter.
16. Select **Export Resume** to access previously created resumes.

