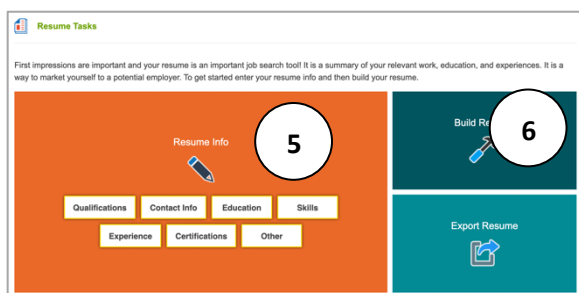
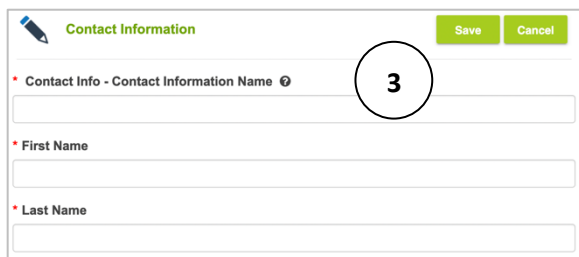
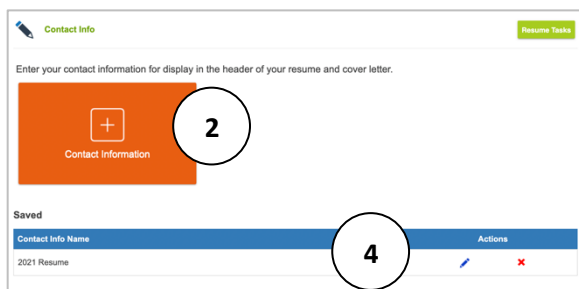
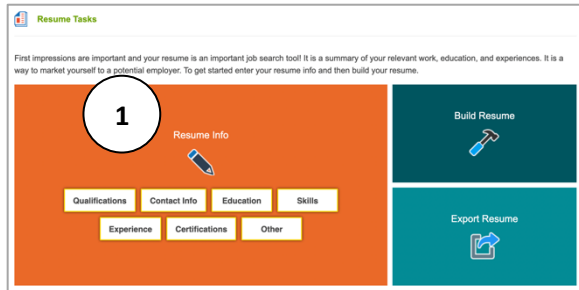


Resume Builder



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



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

Use the information you entered in Resume Info to create your resume.

- ✓ Enter a name for your resume.

• **Resume Name**

Junior Year Resume 7

- ✓ Select a style.

• **Resume Styles**

Style 1

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Style 2

Create your custom resume.

- ✓ Select the information that is relevant to the job you are applying for.
- ✓ Select Resume Tasks and go to Resume Info to edit information.
- ✓ Use the arrows to reorder information.
- ✓ Select Save to Export when you are done.

Experience

Name: Receptionist
Group: Professional
Add to Resume:

Name: Big Brothers
Group: Volunteer
Add to Resume:

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Contact Info ✓ 12

Qualifications 11

Experience 9

Education

Certifications

Build Resume Save To Export

Create your custom resume.

- ✓ Select the information that is relevant to the job you are applying for.
- ✓ Select Resume Tasks and go to Resume Info to edit information.
- ✓ Use the arrows to reorder information.
- ✓ Select Save to Export when you are done.

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Export Resume Resume Tasks Build Resume Cover Letter Tasks

Congratulations you are one step closer to landing your dream job!

- ✓ Select a resume to export.
- ✓ Select Resume Tasks and go to Resume Info to edit information.
- ✓ Select Build Resume to rebuild your resume.
- ✓ Select Cover Letter Tasks to build a professional cover letter.

10th Grade Resume-2022

Delete ✕

2021 Resume

Delete ✕

Junior Year Resume

Delete ✕

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Resume Tasks

First impressions are important and your resume is an important job search tool! It is a summary of your relevant work, education, and experiences. It is a way to market yourself to a potential employer. To get started enter your resume info and then build your resume.

Resume Info

QualificationsContact InfoEducationSkills

ExperienceCertificationsOther

Build Resume

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Export Res

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.
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.