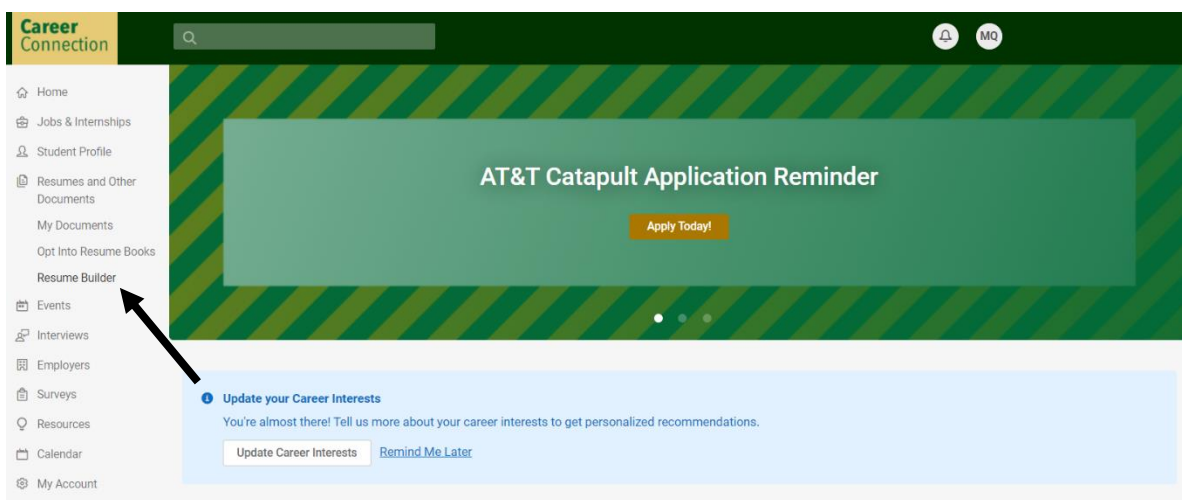


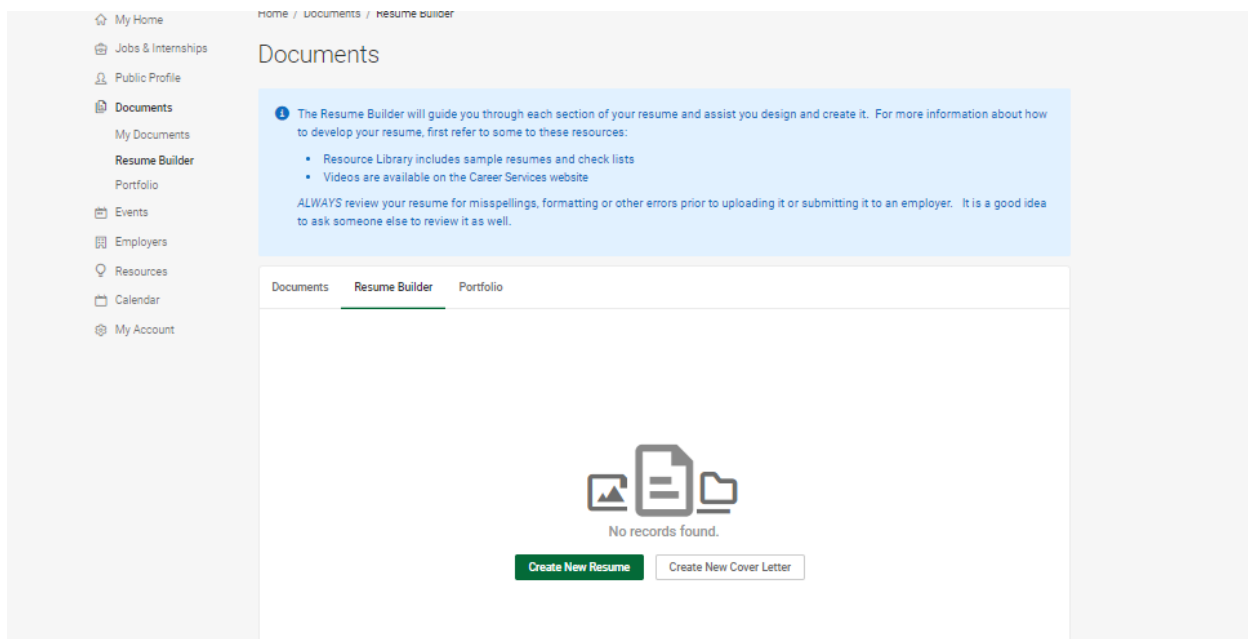
Resume and Cover Letter Builder Guide

Finding the Resume Builder

Login into Career Connection and locate the Resume Builder tool on the left toolbar, under Documents.



Once on the Resume Builder page, select “Create New Resume”



The Resume Builder tab will display any resume builder documents previously created and buttons to create a new resume or cover letter.

Home / Documents / Resume Builder

Documents

Approved Pending Documents **Resume Builder** Opt-In Resume Book Portfolio

[Create New Resume](#) [Create New Cover Letter](#)

Inness R Abbate 1
Resume
Last modified on Aug 22, 2017, 10:21 AM
[View as PDF](#) [Delete](#)

1 results

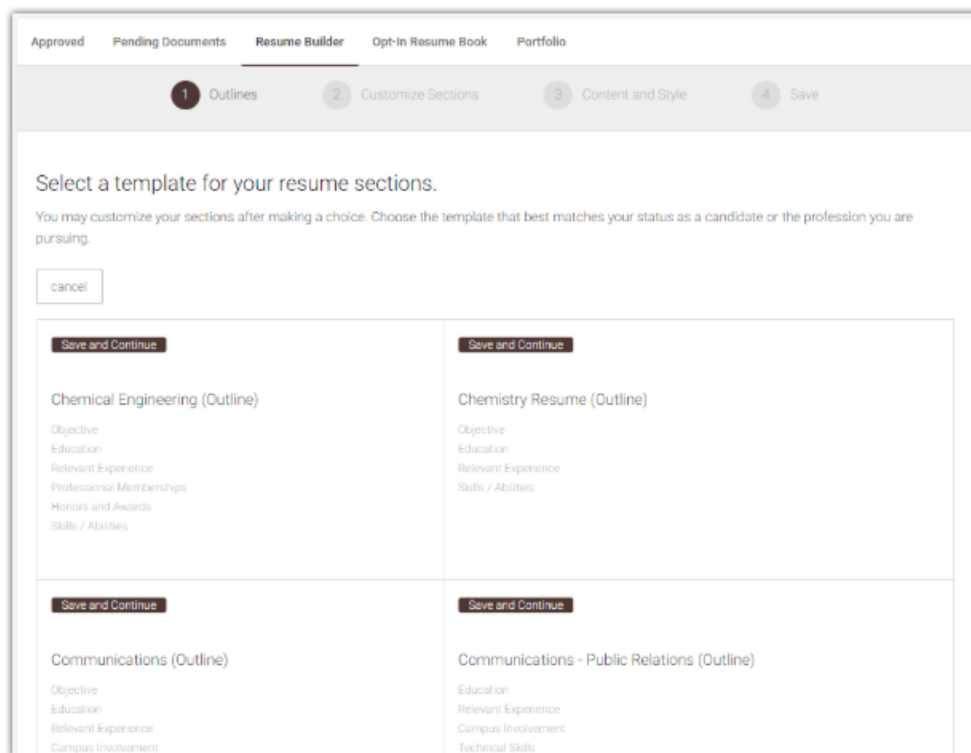
Creating Resumes

Step 1: Outlines

To create a new resume using Resume Builder, click the **Create New Resume** button to begin on Step 1 of the resume building process.

The template's outline will be displayed below the outline title. The outline contains the sections of the resume such as Education and Work Experience records. If the template has a sample preview available, click on the **View Sample** link to view examples. This will display any samples to the specific template.

Click the **Save And Continue** button to move on to Step 2 with that selected template.



Step 2: Customize Sections

If the selected template does not allow edits, the section titles will be read-only and no options for adding, removing or repositioning the sections will be available.

An alert stating: "This section layout is locked, so you cannot customize this" will display.

If the selected template allows customizations, the Section Title labels may be edited, options to add and remove sections will be available, and repositioning the sections using the up/down arrows will be an option

Click the **Save And Continue** button to proceed to Step 3. Click the **Cancel** button to back out of the document and return to the Resume Builder tab. Click the **Back** button to go back to Step 1

Approved Pending Documents **Resume Builder** Opt-In Resume Book Portfolio

1 Outlines **2 Customize Sections** 3 Content and Style 4 Save

* indicates a required field

Customize Your Sections

Customize your resume sections by changing their name, type, and position. You may add or remove sections by pressing the Delete or Add Section buttons.

Section Title	Type		
<input type="text" value="Objective"/>	general	▲ ▼	Delete
<input type="text" value="Education"/>	education	▲ ▼	Delete
<input type="text" value="Relevant Experience"/>	employment	▲ ▼	Delete
<input type="text" value="Professional Memberships"/>	general	▲ ▼	Delete
<input type="text" value="Honors and Awards"/>	general	▲ ▼	Delete
<input type="text" value="Skills / Abilities"/>	general	▲ ▼	Delete

Step 3: Content

Step 3 is where the content will be added to each section of the resume.

The Header and Education sections will automatically insert information from the user's account and academic profile, although it may be modified. Editing this information within the document will not affect the information set within the account.

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5555 Abe Street
XYZ Town, District of Columbia 12345
(555)-555-5555
Inness.Abbate@candidcareer.com

If an additional Education or Experience record needs to be added, scroll over the desired section to get the Add Additional Education or Add Additional Experience button. Clicking on the button will open a blank education or experience record.

EDUCATION

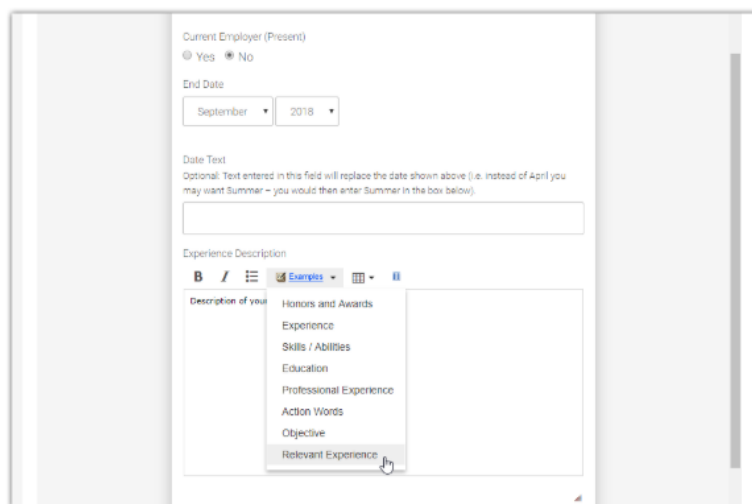
Demo University,
Masters Chemistry, September 2017 - Present
GPA 3.30

Previously entered data in the document can be edited by scrolling over the entry to highlight it. Once highlighted, click on the section and the form will open so that edits may be made. Click the **Save And Continue** button within each section to save any edits made.

Examples

Within each section, a text area will be available to enter text such as the objective or experience tasks and duties.

For additional guidance and help, click on the Examples link to display different categories of the resume. Click the category to view the list of examples. Once a category is selected, the Examples pop-up box will display with the category's available examples. Clicking on the example text will add it to the text area box. Always make sure to review the selected example to make any edits to it for the specific document.

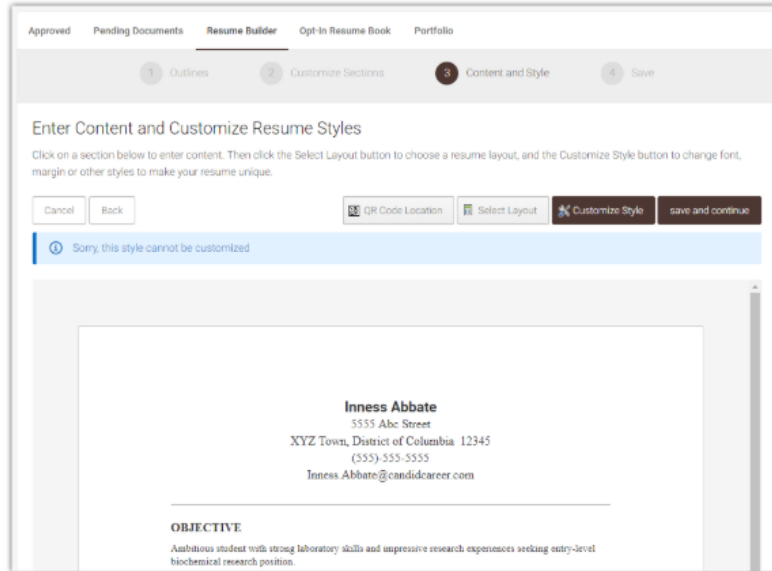


The screenshot shows a web form for editing a resume. At the top, there is a section for 'Current Employer (Present)' with radio buttons for 'Yes' and 'No'. Below that is an 'End Date' field with dropdown menus for 'September' and '2018'. A 'Date Text' field is also present, with a note: 'Optional. Text entered in this field will replace the date shown above (i.e. instead of April you may want Summer - you would then enter Summer in the box below)'. The main section is 'Experience Description', which includes a rich text editor with a toolbar containing 'B', 'I', 'U', 'Examples', and 'List' icons. A dropdown menu is open under the 'Examples' icon, listing categories: 'Honors and Awards', 'Experience', 'Skills / Abilities', 'Education', 'Professional Experience', 'Action Words', 'Objective', and 'Relevant Experience'. The 'Relevant Experience' option is currently selected and highlighted.

Style

After entering the content, the next step is to select the design of the document. Click the **Select Layout** button to view the style thumbnails. Clicking on a thumbnail will refresh the document to take on the selected style. Clicking on the different styles will not erase any entered data.

After the layout is selected, click the Customize Style button. If the style cannot be edited, an alert will display stating, "Sorry, this style cannot be customized." If the style can be edited, the items that have been made available for edits will display. Click the Save and Continue button to proceed to the final step.

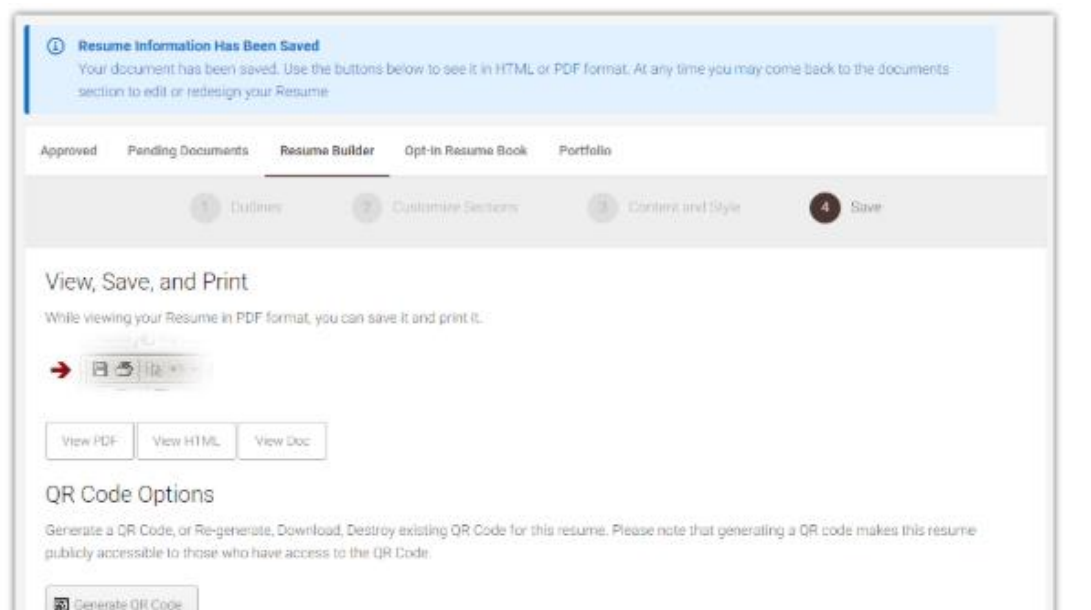


Step 4: Submit/Activate

Step 4 will list the options to view, save, and/or print the document.

The QR Code Option allows a QR Code to be generated for scanning. Once the Generate QR Code button is clicked, the options to regenerate the code, download the code or destroy the code will be available.

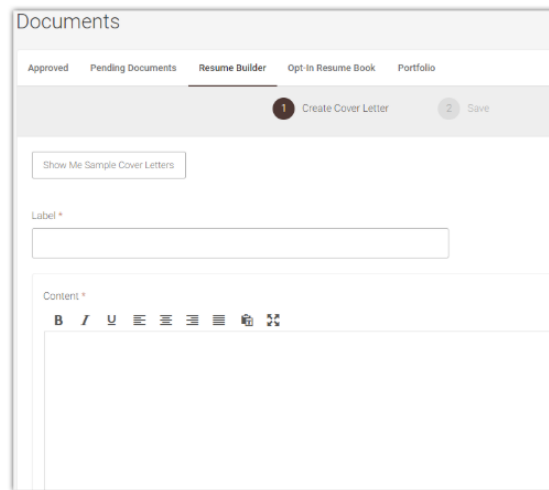
If approval is required, students may submit the document for review. When pending review, it will display in the Pending Documents tab. Once approved, it's automatically enabled and will display under the Approved Documents tab. If review is not required, the document will be available immediately to submit with applications. NOTE: BE SURE THERE ARE NO TYPOS OR MISTAKES BEFORE UPLOADING OR SUBMITTING TO EMPLOYERS. Ask someone to proofread it for you.



Creating Cover Letters

Step 1: Create

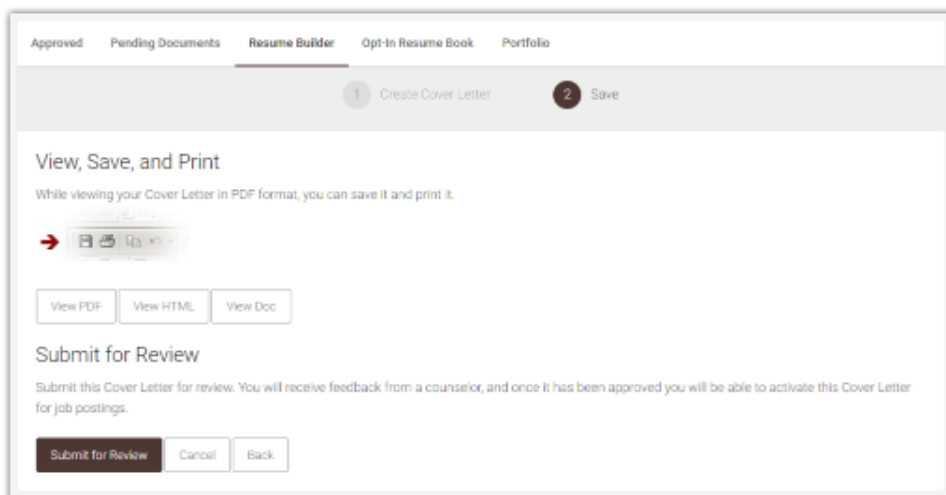
To create a new cover letter using Resume Builder, click the Create New Cover Letter button. This will generate a basic cover letter template allowing customization to the cover letter title and text.



The Show Me Sample Cover Letters button will display cover letter templates. The template can be selected and then modified to have the appropriate cover letter text. The HTML tool bar is available for rich text editing.

Step 2: Save

Clicking the Save and Continue button to go to Step 2 which list the options to view, print, and/or save the cover letter. Students can submit the document for review, if document review/approval by a manager is required. If review is not required, the document will be available immediately to submit with applications. **NOTE: BE SURE THERE ARE NO TYPOS OR MISTAKES BEFORE UPLOADING OR SUBMITTING TO EMPLOYERS.** Ask someone to proofread it for you.



Documents

Pending Documents

When documents are pending approval or awaiting feedback, the item will be listed in the Pending Documents sub-tab under the Documents main menu and will not be available to use until approved.

The screenshot shows the 'Pending Documents' sub-tab selected in the 'Documents' menu. The interface includes a navigation bar with tabs for 'Approved', 'Pending Documents', 'Resume Builder', 'Opt-In Resume Book', and 'Portfolio'. Below the navigation bar, there is a dark 'Add New' button and a '2 results' indicator. The main content area displays two document entries. The first entry is titled 'cover letter' and 'Cover Letter', with a last modified date of 'Sep 12, 2018, 3:54 PM' and a status of 'Publication Compatible? Yes'. It includes action buttons for 'Edit Document', 'View', 'View as PDF', and 'Delete'. The second entry is titled 'Inness R Abbate 2' and 'Resume', with a last modified date of 'Sep 12, 2018, 3:47 PM' and a status of 'Publication Compatible? Yes'. It also includes action buttons for 'Edit Document', 'View', 'View as PDF', and 'Delete'. At the bottom of the list, there is a '2 results' summary.

Approved Documents

Once approved, the documents will be listed in the Approved Documents sub tab and a button to Edit Document will be available on the items that were created with the Resume Builder.

The screenshot shows the 'Approved Documents' sub-tab selected in the 'Documents' menu. The interface includes a navigation bar with tabs for 'Approved', 'Pending Documents', 'Resume Builder', 'Opt-In Resume Book', and 'Portfolio'. Below the navigation bar, there is a dark 'Add New' button, a '2 results' indicator, and a 'Sort By:' dropdown menu set to 'default.doc'. The main content area displays two document entries. The first entry is titled '0003560' and 'Resume', with a last modified date of 'Aug 08, 2017, 4:07 PM'. It includes action buttons for 'View', 'Add Career Portfolio', 'Remove QR Code', 'QR Code', 'View as PDF', and 'Delete'. The second entry is titled '0003560' and 'Unofficial Transcript', with a last modified date of 'Jul 26, 2017, 10:52 AM' and a status of 'Publication Compatible? Yes'. It includes action buttons for 'View', 'Add Career Portfolio', 'View as PDF', and 'Delete'. At the bottom of the list, there is a '2 results' summary.