

# RESUME BUILDER

## Instructions

- Upon creation of a new resume, you are presented with a set of **guidelines** to introduce to the process
- Make sure to read these guidelines carefully, as well as the instructions at the top of each individual page

**Instructions**

Please read the instructions before proceeding

Please read this before proceeding

1. It is **CRITICAL** to read the instructions at the top of the page.
2. Flow through the **ENTIRE** process and then return to this page to add, change, reorder or delete sections later, if needed.
3. Use the **EXAMPLES** button for helpful hints. Click on the words and specific accomplishments.
4. Some screens will contain a Resume Text Box.

**Resume Contact Information**

This information will appear on your resume and **Please Note:** you may rename the shaded field name by clicking on them and typing in your preference.

**Name:**  
John J. Student

**Email:**  
jstudent@email.unc.edu

**School Address**  
4230 Fieldstream Blvd.

## Contact Information

- The first step in creating your resume is to fill out your contact information, including your **name**, **address**, **telephone** number, and **email**
- This information will go at the top of your resume, and can be altered at any time

## Organization

- Your resume is composed of a series of **categories**, including education, skills, and work experience
- To guide you in forming these categories, click the **examples button** and pick the set that is most relevant

A screenshot of a web form titled "Your Resume". It features a vertical list of categories, each with a text input field and a checkbox to its right. The categories are: CONTACT INFORMATION, RELOCATION PREFERENCE, OBJECTIVE, EDUCATION, HONORS, RELEVANT COURSEWORK, RELEVANT EXPERIENCE, LEADERSHIP EXPERIENCE, OTHER EXPERIENCE (highlighted in yellow), ACTIVITIES, and SKILLS. A mouse cursor is pointing at the checkbox for "OTHER EXPERIENCE", which is checked.

A screenshot of a web form titled "Define Your Sections". The text reads: "The content of your resume should be organized into logical categories. On this screen, enter the section names that are appropriate for you. The Examples button provides several sets that are recommended backgrounds." Below this, it says: "If you are unsure of all of the section names that you will ultimately use, you can click on the Examples button to view a list of recommended section names. You can then go back and delete or reorder sections." A "Please Note" section follows: "If you pick a set from the Examples list, you can still edit the content by clicking on the field. We recommend using all CAPS for Section Names." At the bottom, there is an "Examples" button highlighted in yellow and a mouse cursor pointing at it.

- Make sure to customize the categories to better suit them to your specific skills and experiences
- Then, select up to **two** categories that contains your **work experience**

## Categories

- Each category has its own text box and **infobyte** section – use them to elaborate on your qualifications
- Again, you may use the examples button to help you compose your description
- Choose the appropriate **subcategory**, then select the content that best applies

A screenshot of a web form for editing the "EDUCATION" category. The title is "EDUCATION". Below it, there is a "Section Name" field containing "EDUCATION". A "Resume Text Box" is present, with a "Text Formatting" toolbar above it. To the right, there is a "How did I create" dropdown menu and a "Text Formatting" button. On the far right, there is a vertical sidebar with a list of subcategories: OBJECTIVE, EDUCATION, HONORS, LEADERSHIP, ACTIVITIES, CERTIFICATIONS, SKILLS, PUBLICATIONS, CLINICAL ROTATIONS, REFERENCES, RELEVANT COURSEWORK, ATHLETIC EXPERIENCE, LICENSURE, and PROFESSIONAL ASSOCIATIONS. The "EDUCATION" subcategory is highlighted in blue.

A screenshot of the "EDUCATION" category text box. The title is "EDUCATION". Below it, there is a "Resume Text Box" with a "Text Formatting" toolbar. The text inside the box reads: "University of North Carolina at Chapel Hill", "B.A., Political Science and Philosophy, May 200x", "GPA 2.8 Poli Sci: GPA 3.0 Philosophy: GPA 3.0". A yellow highlight is under the text.

- Correct and add to the information as needed
- If you would like to add a side note, use the infobyte field to do so

## Experience

- Any work experience you may have will be added to your previously selected “experience” section
- Add an employer by clicking the **Add Employer** button, then writing the name of your employer in the field that appears

**Employer/Org. Description and Job Info**  
Enter Employer/Organization city & state, date range and link on the top part of this page. In the Resume Text Box, enter all info for this employer. Include title(s), responsibilities, accomplishments.

Employer/Org. Name:

City & State:  Link (optional):

City: Ontario, MI

Date Range:

Feb., 2006 - Dec., 2006

Resume Text Box:

Marketing Intern

- Conducted market research with students to determine level of awareness of department
- Recommended marketing plan to increase student awareness and use of career services
- Composed weekly newspaper advertisement of upcoming campus interviews and career events

**Your Experience Section**

Add the name of each employer or organization that you have worked for as it will appear on your resume (most recent first) for the section name. Click the Add Employer/Org. button once for each employer and just type. Space is limited and you may have to abbreviate (Corp., Inc. Co., Dept.).  
**Please Note:** You will later be prompted to enter specific experiences under each employer.

Section Name: OTHER EXPERIENCE

Employer/Organization: Type Organization Name Here

Add as many employers/organizations have worked for by clicking "Add Employer/Organization" button multiple times.

Add Employer/Organization

Delete

- On this screen, you will fill out a more in-depth description of your employment
- Add the **location** of your employer, as well as the period of **time** during which you were employed

- In the text field, state your **position** and describe your responsibilities and accomplishments. Use the examples button to get you started, and reference the **action words** database to edit your texts

## Edit and Review

- After you have finished, you are presented with a number of options to **edit, style, and submit**
- You can view your resume using the **preview** button at the bottom of the screen

**Edit Your Resume**

Change a section name by clicking on the field. Change info in a section by selecting the Edit button next to that section. You may add or delete sections. Reorder the sections using the up/down arrows. **Please Note:** A maximum of 12 sections are allowed.

Your Resume

CONTACT INFORMATION Edit

RELOCATION PREFERENCE Edit

OBJECTIVE Edit Delete

EDUCATION Edit Delete

HONORS Edit Delete

RELEVANT COURSEWORK Edit Delete

RELEVANT EXPERIENCE Edit Delete

LEADERSHIP EXPERIENCE Edit Delete

OTHER EXPERIENCE Edit Delete (exp. section cannot be deleted)

ACTIVITIES Edit Delete

SKILLS Edit Delete

REFERENCES Edit Delete

SUBMIT CANCEL CHECK SPELLING CLOSE PREVIEW

- Use the edit button to edit each individual category as needed. Make sure to **proofread** and spell check your resume before publishing