

## Resume Instructions

After you have added all of your information in the Build Resume section, you must Print/Export Resume to complete the task. The directions to complete this part is below.

### 1. Click on “Print/Export Resume”

Resume

Add/Update Sections Print/Export Resume

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

+

My Saved Resumes

### 2. Click the pink plus button on the right side of the page.

Resume

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+

My Saved Resumes

### 3. Name your resume (I suggest Sophomore Resume), choose a template, and select “continue”.

Close Add/Edit Saved Resume

STEP 1 Set up Resume    STEP 2 Choose Sections

Get started by naming your resume and choosing a print friendly template for this resume. Don't worry, once you've saved this resume you can edit it to make changes at any time. You can also download it as a DOCX file. Then you can make changes to the design of your resume in a word processor to better reflect your audience or your brand.

**Name your resume**

This is to help you find your resume later. It won't appear on your resume

**Choose a print friendly template**

**Default Template 1**    PREVIEW

**Default Template 2**    PREVIEW

**Default Template 3**    PREVIEW

**CONTINUE**

4. Select what you would like added to this version of your resume.

Close Add/Edit Saved Resume

STEP 1 Set up Resume    **STEP 2** Choose Sections

Use the checkboxes to add sections. You can select as many selections as you would prefer. As you add selection, keep in mind your audience. A hiring manager is looking for different skills and accomplishments than a college advisor.

Do you need to make changes to the section content? Save your resume first and return to Add/Update Sections. You can come back here and check more boxes at any time.

**Objective**  
To find an appropriate summer job to further my interests in technology.

**Work Experience**  
**Lawn Mower**  
May, 2020 - Present  
10 hours/week

**Education**  
**Upper St. Clair High School , Upper St. Clair, PA**  
10  
August, 2018 - Present

**Awards**  
**MYP Certificate**  
June, 2020

Previous    **SAVE RESUME**

5. Click "Save Resume".

Close

## Add/Edit Saved Resume



Set up Resume



Choose Sections

Use the checkboxes to add sections. You can select as many selections as you would prefer. As you add selection, keep in mind your audience. A hiring manager is looking for different skills and accomplishments than a college advisor.

Do you need to make changes to the section content? Save your resume first and return to Add/Update Sections. You can come back here and check more boxes at any time.

<input checked="" type="checkbox"/> Objective <input checked="" type="checkbox"/> To find an appropriate summer job to further my interests in technology.	<input checked="" type="checkbox"/> Education <input checked="" type="checkbox"/> Upper St. Clair High School , Upper St. Clair, PA 10 August, 2018 - Present <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Work Experience <input checked="" type="checkbox"/> Lawn Mower May, 2020 - Present 10 hours/week <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Awards <input checked="" type="checkbox"/> MYP Certificate June, 2020 <input checked="" type="checkbox"/>

Previous

SAVE RESUME

6. You have completed the task when you see a resume listed under “My Saved Resumes”.

## Resume

Add/Update Sections

Print/Export Resume

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✓ Your newly saved resume has been created!

Close

### My Saved Resumes

#### Sophomore Resume

Last Edited Jun 9, 2020

- Edit
- Download PDF
- Download DOCX
- Remove