

Resume Builder on SchoolLinks

1. Access Your Student Profile:

- Click **Student** in the side navigation bar, then select **Profile and Resume**.

2. Build Out Your Sections:

Use the tabs at the top to navigate between sections. Click the **pencil icon** to edit or the **+Add** button to insert new entries:

- **About Me:** Personalize your profile with a preferred name, headline, objective, and social accounts.
- **My Story:** View and update your goals, strengths, accomplishments, interests, and hobbies.
- **Experience:** Log jobs, internships, volunteer work, extracurricular activities, leadership roles, and credentials.
- **Bragging Rights:** List awards, achievements, skills, and spoken languages.
- **Academics:** View auto-populated test scores and enrolled schools (or click **Update** / **Add** to enter them manually).
- **Portfolio:** Click **+ New entry** to showcase portfolio items

3. Initiate Resume Export:

Click the Resume-Export icon in the top right corner of the

screen. 

4. Add Contact Information:

Enter the contact details you want displayed at the top of your resume (optional, however if you do not enter anything your name will not appear).

5. Export Your File:

Choose your preferred export method:

- **Save to Google Drive:** Sign in to your Google account to save the document directly.
- **Download Resume:** Click to generate a .docx file. You will receive a notification via the **bell icon** when the download is complete; click it to open your file.