



Resume Builder Tutorial

1. Help For Resume Name.

Enter a name for the resume. This name will be displayed in the resume listing on the *Resume* tab in your workspace.

BUILD A RESUME

Step 1 Step 2 Step 3 Step 4

If you have previously built or uploaded a resume, you can access it on your [Workspace](#).

Resume Name

New Resume

2. Personal Contact Information.

You may limit the contact information that will be displayed on your resume. The example shows what will be displayed with your selections. If you select the *email only* box, your resume will be considered confidential, and employers will only be able to contact you by email.

Personal contact information to include

Name and:

Address

Phone

Email

or

Only display email


Example

Jane Smith
123 Main St
City, State 12345
(123) 456-7890
jane@email.com


3. Help Build a Resume.

Select Resume Type.


Select Resume Type

 **Chronological**

A chronological resume is developed around your work history. Jobs are listed in reverse chronological order with your most recent position listed first. Employers like this type of resume, because it is easy for them to see where you worked and when you worked there. Chronological resumes work best for job seekers with a solid, unbroken history of employment. Sample Chronological Resume ([link to Chronological Resume Sample.pdf](#))

 **Functional**

A functional resume is arranged around your skills and experience, rather than your chronological work history. Functional resumes highlight relevant skills instead of position titles. They are often used by job seekers who are changing careers or who have gaps in their employment history. Sample Functional Resume ([link to Functional Resume Sample.pdf](#))

 **Combination**

Combination resumes work well for job seekers with varied employment histories or for those who are changing careers. Sample Combination Resume ([link to Combination Resume Sample.pdf](#))

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Chronological Resume Sample

John Smith
333 Main St
Lansing , MI 48917
(517) 555-5555
john@smith.com

OBJECTIVE

To secure a position as an Account Manager

SUMMARY OF QUALIFICATIONS

More than three years accounting experience

Developed interpersonal skills, having dealt with a diversity of professionals, clients, and staff members

EXPERIENCE

Accounting Clerk
Bell & Rust Accountancy, Santa Barbara , CA
01/2007 to Present

EDUCATION & TRAINING

B.A. Business Economics, Accounting Emphasis, University of California, Santa Barbara, CA, 2005-2007

A.S. Accounting, Santa Barbara Community College, Santa Barbara, CA, 2003-2005

A **functional** resume is arranged around your skills and experience, rather than your chronological work history. Functional resumes highlight relevant skills instead of position titles. They are often used by job seekers who are changing careers or who have gaps in their employment history.

Functional Resume Sample

John Smith
333 Main St
Lansing , MI 48917
(517) 555-5555
john@smith.com

OBJECTIVE

To secure a position as an Accounting Manager

RELEVANT SKILLS & EXPERIENCE

Accounts Payable/Receivable

Audited documents to include expense reports, invoices, and check requests for payment

Documented "proofed" checks and moneys from deposit and coordinated with other departments

to resolve problems with checks that failed to clear

Maintained total outstanding payable balance, including collection of outstanding credits

EMPLOYMENT HISTORY

Accounting Clerk , Bell & Rust Accountancy Santa Barbara , CA 01/2007-Present

EDUCATION & TRAINING

B.A. Business Economics, Accounting Emphasis, University of California, Santa Barbara, CA, 2005-2007

A.S. Accounting, Santa Barbara City College, Santa Barbara, CA, 2003-2005

A **combination** resume works well for job seekers with varied employment history or for those changing careers.

Combination Resume Sample

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333 Main St
Lansing, MI 48917
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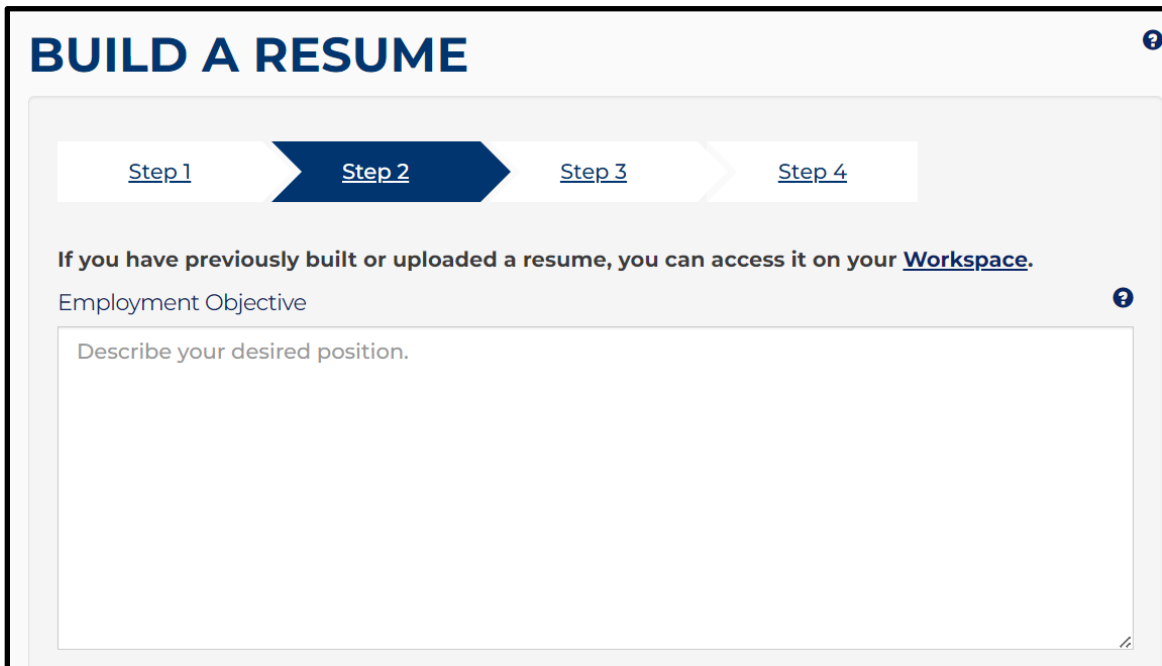
EDUCATION & TRAINING

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A.S. Accounting, Santa Barbara City College, Santa Barbara, CA, 2003-2005

4. Employment Objective.

Clearly state the type of job you are seeking. Be concise. Focus on the employer's needs and on how your skills can contribute to the employer's success. Your employment objective should summarize the purpose and intent of the information on your resume. It should state your career interests and/or the skills you wish to use in your next position. In developing your employment objective, use specific job titles whenever possible.



The screenshot shows a web interface titled "BUILD A RESUME". At the top, there is a progress bar with four steps: Step 1, Step 2 (highlighted in blue), Step 3, and Step 4. Below the progress bar, there is a text input field for the "Employment Objective". The field contains the placeholder text "Describe your desired position." and a help icon (question mark) in the top right corner. Above the input field, there is a link to "Workspace" with the text "If you have previously built or uploaded a resume, you can access it on your [Workspace](#)."

Good Examples of an Employment Objective:

#1: A full-time heavy machinery sales position requiring experience generating new accounts, meeting, and exceeding sales goals, and maintaining excellent customer relations.

#2: An entry-level position in advertising or public relations requiring excellent writing skills, graphic arts training and creative thinking abilities.

#3: A mid-level management position in the hospitality industry requiring strong organizational and promotional skills and the ability to plan budgets, train staff, and deal with suppliers and vendors.

#4: A job installing rugs and carpets that requires the ability to accurately estimate materials, measure carpeting and padding, and read blueprints.

#5: A position as a software engineer designing components such as communication and networking software, device drivers and embedded systems. Experienced in overseeing and monitoring the performance of complex software systems.

Bad Examples of an Employment Objective:

#1: I am seeking a full-time position in a company where my experience and skills will be used to their fullest extent to promote mutual growth.

#2: To obtain a position in a progressive, stable organization that will allow me to utilize my many talents and abilities.

#3: Looking for a position where my previous work experience and flexibility will lead to growth and development.

#4: I am seeking a full time or part time job that offers good hours, decent pay and a friendly work environment.

5. School.

School

School Name

Diploma/degree

Course of study/major

Years Attended

Location

[+ Add School](#)

Optional – if not completed, this will not appear on resume.

6. Certificates/Licenses and Credentials.

Certificates/Licenses and Credentials

Certificates/Licenses/Credentials	Issuing Organization	State
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>

[+ Add Certificates/Licenses/Credentials](#)

Optional – if not completed, this will not appear on resume.

7. Work Experience.

List current and previous jobs here. Include name and location of the employer. Always list your most recent employment first. Once you have entered in all applicable information for the specifies employer, you can click “Add additional work experience” to add additional employers and experiences.

Providing details about your work skills, past achievements, software knowledge, tool use and other areas of expertise whether your skills match their hiring needs.

The screenshot displays the 'BUILD A RESUME' interface. At the top, there is a progress bar with four steps: Step 1, Step 2, Step 3 (highlighted in blue), and Step 4. Below the progress bar, a message states: 'If you have previously built or uploaded a resume, you can access it on your [Workspace](#).' The main section is titled 'Work Experience' and contains several input fields: 'Employer', 'City', 'State/Province/Region', 'Job Title', and 'Dates Employed'. The 'Dates Employed' section has two sub-inputs: 'From (mm/yyyy)' and 'To (mm/yyyy)', with a note below them: 'Note: "Present" is accepted'. Below the input fields is a text area for 'Enter job duties, responsibilities, and accomplishments. Information entered here is included in Chronological and Functional resumes.' The text area has a toolbar with a left arrow, a right arrow, a 'Paragraph' dropdown menu, and a three-dot menu. At the bottom of the text area, it says 'POWERED BY TINY'. Below the text area, there is a character count: '0 characters entered | 8000 remaining'. At the very bottom, there is a button labeled 'Add Work Experience'.

Examples of jobs that may be listed include:

Truck Driver – Drove a 10 speed Freightliner with a 53-foot trailer transporting durable goods. Drove a 13 speed Mack with a double trailer hauling sand and gravel.

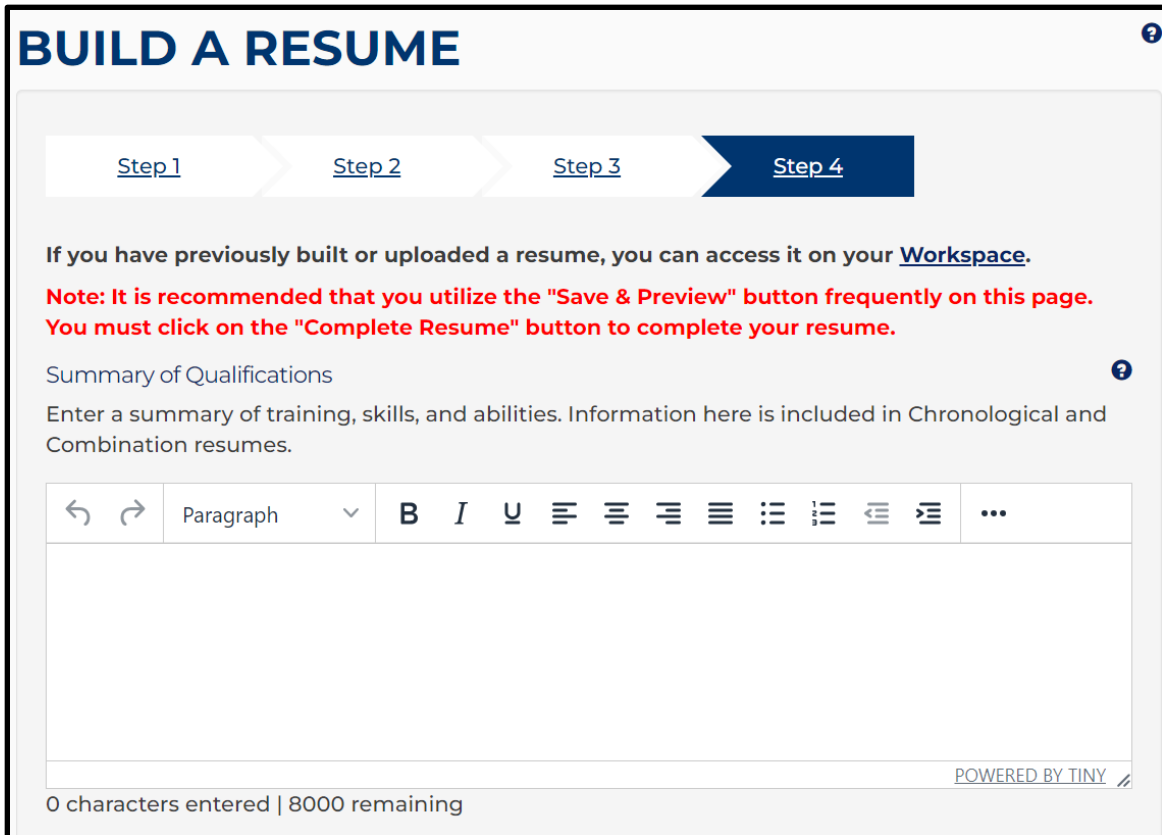
Office Manager – Performed accounts payable and accounts receivable functions in addition to payroll processing. Hired and trained new staff. Implemented new office policy and procedure.

Web Designer – Created over 20 graphical user interface designs for companies such as Ford Motor Company, General Motors, Dow Chemical and Detroit Edison websites.

Warehouse Worker – Received and stocked products. Processed invoice orders to fulfill customer requests. Performed stock inventory using computer software packages.

8. Summary of Qualifications.

Use this section of your resume to tell employers about your most important qualifications and accomplishments, plus any personal characteristics that you consider important, such as “hard-working,” “excellent communicator,” “focused and goal oriented,” etc.



The screenshot shows a web interface titled "BUILD A RESUME" with a progress bar at the top indicating four steps. Step 4 is the active step. Below the progress bar, there is a message: "If you have previously built or uploaded a resume, you can access it on your [Workspace](#)." A red note follows: "Note: It is recommended that you utilize the 'Save & Preview' button frequently on this page. You must click on the 'Complete Resume' button to complete your resume." The main section is titled "Summary of Qualifications" and contains the instruction: "Enter a summary of training, skills, and abilities. Information here is included in Chronological and Combination resumes." Below this is a rich text editor with a toolbar containing icons for undo, redo, paragraph style, bold, italic, underline, bulleted list, numbered list, indent, outdent, and a menu icon. The editor is currently empty. At the bottom of the editor, it says "0 characters entered | 8000 remaining" and "POWERED BY TINY".

Be specific when describing your accomplishments.

Examples:

#1: Goal-oriented technical writer with more than 10 years' experience in the chemical and pharmaceutical field.

#2: Database Administrator experienced with both Oracle and Access databases. Developed a service information database for a major military vehicle manufacturer.

#3: As a Retail Manager, successfully implemented inventory control procedures that resulted in a \$40,000 annual loss reduction.

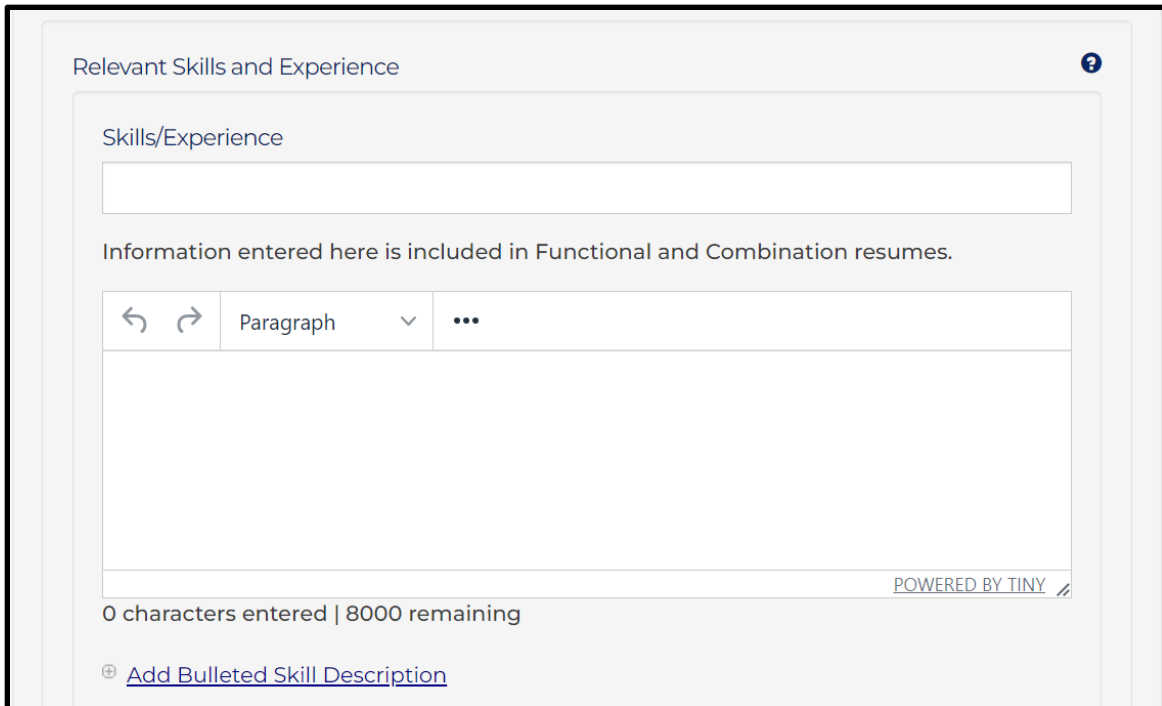
#4: As a Public Relation Specialist, organized numerous promotional activities, including a weekend long customer appreciation event attended by over 50 advertisers and their families.

#5: Executive Assistant with more than five years' experience. Arranged meetings, kept calendars, arranged travel, managed correspondence, prepared sales presentations and monthly expense accounts for multiple sales and customer service department executives.

Highlight your most important achievements and abilities. You may also include professional characteristics such as: excellent public speaker, adept at solving complex technical problems, highly motivated, energetic, etc. Use this spot on your resume to emphasize your best qualities, your experience and your past professional successes.

9. Relevant Skills and Experience.

The Skills/Qualifications section is a list of your most important abilities. Organize the items in the order of importance to your desired employment goal. Enter a short description for the category and then add more descriptive text or bullet points about your skills/qualifications in that category.



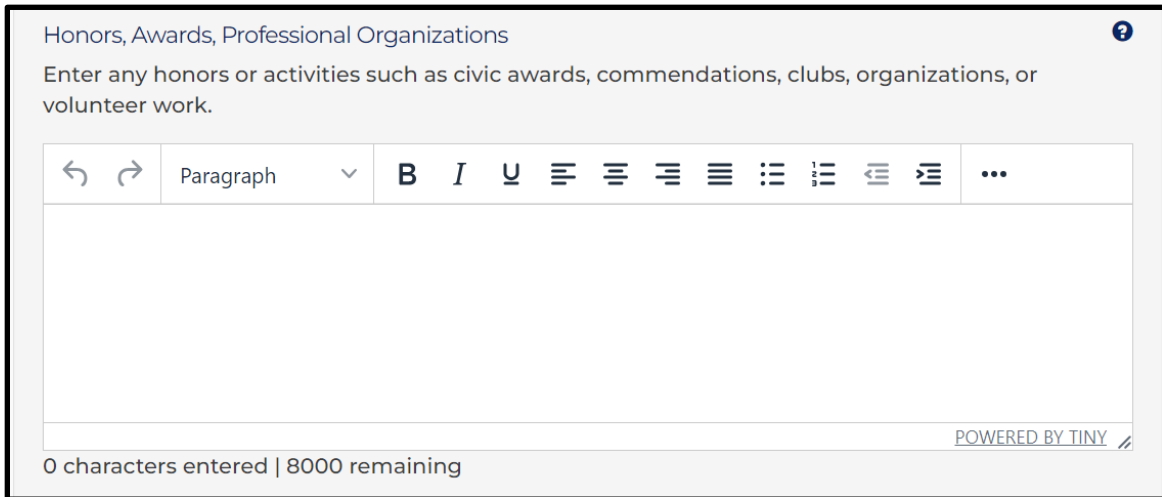
The screenshot shows a web form titled "Relevant Skills and Experience" with a help icon in the top right. Below the title is a "Skills/Experience" label and a text input field. A note states: "Information entered here is included in Functional and Combination resumes." Below this is a rich text editor with a toolbar showing "Paragraph" and a menu icon. At the bottom of the editor, it says "POWERED BY TINY". Below the editor is a character count: "0 characters entered | 8000 remaining". At the very bottom, there is a link: "Add Bulleted Skill Description".

Examples of skills that may be listed include:

- Organizing
- Planning and Administration
- Training
- Budgeting
- Fundraising
- Negotiating
- Managing
- Promoting

10. Honors, Awards, Professional Organizations.

Including Honors, Awards and Affiliations with Professional Associations demonstrates you're your work has been recognized by others as high quality. It also demonstrates your values and commitment to excellence. You may enter up to eight categories.



The image shows a text editor window titled "Honors, Awards, Professional Organizations" with a help icon in the top right. Below the title is a placeholder text: "Enter any honors or activities such as civic awards, commendations, clubs, organizations, or volunteer work." The editor features a toolbar with icons for undo, redo, paragraph selection, bold (B), italic (I), underline (U), bulleted list, numbered list, decrease indent, increase indent, and a menu icon. The text area is currently empty. At the bottom left, it shows "0 characters entered | 8000 remaining". At the bottom right, it says "POWERED BY TINY" with a logo.

Examples of Honors/Awards/Professional organizations that may be listed include:

- Scholarships
- Academic Honors
- Community Service Positions
- Memberships
- Work-related awards/honors