

# Creating a Resume



Created at Pennsylvania CareerZone for Derry Area SD. To learn more, as well as take assessments and view detailed profiles of pathways, occupations, colleges, and more, please visit: **<https://derry.pacareerzone.org>**

## Getting Started

When you first come to the resume builder you will be presented with the option to create a new resume, as illustrated in figure 1 below.

**Resume Builder**

The resume builder will allow you to create resumes that you can send to potential employers. You can create as many as you would like so feel free to create a different one tailored towards whatever situation you may encounter.

Start Date  End Date

You have no resumes. Why not [create one](#).

**Figure 1**

If you have already created a resume, you will see a listing of your resumes with a button to create a new one at the bottom of the table, as illustrated in figure 2.

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Start Date  End Date

	Name	Modified	Format	Actions
<input type="checkbox"/>	<a href="#">My Resume</a>	1/10/12	something	
<input type="checkbox"/>	<a href="#">Resume for ABC Corp</a>	8/31/11	Basic	

**Figure 2**

Click on the **Create** button to begin.

## Assembling the Pieces

At this point, you will be prompted to give your resume a title which will be displayed when it appears in a listing. For example, if you are thinking of applying for a job at XYZ Corporation, then you might name the resume "Resume for XYZ Corp". Once you have selected a name, click next.

The following screens will ask you to provide information about your work experience, education, awards other achievements you might want to highlight. To complete each section, follow the directions on the screen and then input the requested information. As you start to edit each field, an information box, as illustrated in figure 3, will appear with more information about what is being requested.

### Resume Builder :: Add Contact Information

One of the most important things you can add to your resume is your contact information. You will probably supply this information in several places, but you want to make it as easy as possible for your potential employers to get in touch with you. You also can not guarantee that your resume will remain with the other materials you submit, so it is best to have identifying information on as much of what you submit as possible.

In the fields below, enter the information you want your potential employers to use when getting in touch with you. When you are done, click the Add to Resume button. If you would like to add contact information at a later point, click on the Do Not Add Contact button.

Enter a title for this contact

Your name

Address

This is how you want this contact to show up in lists. Some people have multiple contact information (for example, a PO Box and a physical address) that they want to use on multiple resumes. You will be able to create as many as you want and re-use at various points, so give it a name that is meaningful to you.

**Figure 3**

## Choosing a Format

After you have progressed through each section, the system will prompt you to choose the format you would like to use. You have the option to create your own format or choose from one of several pre-defined options. The pre-defined options include:

Mike Tester  
123 Any St  
Philadelphia, PA  
08754  
707-555-1212  
Mike@example.com

### **Objective**

Looking for a position as a sales manager where I can leverage my previous experience in the retail industry and challenge myself.

### **Work Experience**

Sales associate, March 2008 - March 2010

Macys , Philadelphia, PA

Worked on the floor in the mens apparel division. My primary responsibilities were assisting clients with their purchases, and staying up to date with designer trends so that I could assist customers.

Sales manager, 2010 - present

Nordstrom , Philadelphia, PA

Worked as the sales manager in the men's shoe department, supervising the sales force of four. During my tenure, we saw sales rise by over 15%.

### **Education History**

BS, Marketing, 2010

Penn state , State university, PA

Graduated with honors. GPA 3.82

### **Awards**

Employee of the month , 2009

Was the march employee of the month in 2009 due to my outstanding sales numbers.

**Screenshot of modern**

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Philadelphia, PA  
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## Screenshot of artistic

If you prefer to create your own format, you can select the **Create New** option. This will take you to a form that will allow you to define your own style. You can choose the text alignment, font size, typeface, whether to include headings and how the date is displayed (left, right, inline).

You can change the format at anytime after the resume is created. When you have finished, select the **Add to Resume** button.

## Making Changes

You should now see the resume display. You will notice that the formatting of this screen resembles the formatting option you chose. To update the format, simply select a new option from the menu at the top of the screen, as illustrated in figure 4.



**Figure 4**

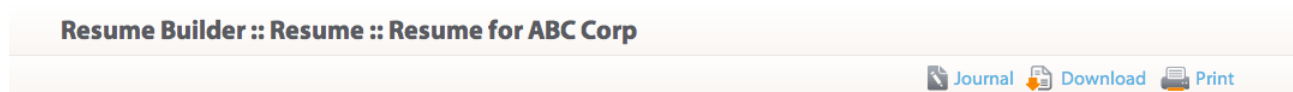
To the right of each section heading you will see a menu icon, as shown in figure 5. Clicking on the down arrow will open a drop down list with of all selectable options in that section. If items appear in grey, they have already been added to the resume. To add an item, click the title and will be included in the resume. For more advanced options, you can click on the gear-shaped icon to bring up a window with more choices for that section.



**Figure 5**

## Output

When your resume looks the way you want, you can download the document in PDF format by clicking on the print icon in the menu bar, as shown in figure 6. If you would like to format your resume further, you can choose the download icon to save the document in Microsoft Word format.



**Figure 6**

\* Please note that any changes you make to the Microsoft Word document will not be reflected in the online resume.