



CREATE A RESUME USING THE RESUME BUILDER

myFuture

Document Description

- This is a step by step guide on how to create a resume using the resume builder module

Document Status and Revision History

Version	Author	Issue date	Revisions
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How to Create Resumes Using the Resume Builder

- Click on the “Documents” tab on your homepage and then on the “Resume Builder” tab.
- Click on the “Create New Resume” button.



STEP 1: Getting Started

- Enter the name of the resume in the [Resume Label](#) field.
 - NOTE: When entering a name in the document label please be specific. The name you choose should reflect who you are applying to as each resume should be targeted to a specific position (e.g. Matrox Resume, Statistics Canada Resume, etc.)
- All the information appears automatically in the form as it is pre-populated from your from the student’s profile. You can modify the information in any field.
- Click on the “[Save And Continue](#)” button to proceed.

The screenshot shows the 'Getting Started' form in the Resume Builder. The form contains the following fields: Resume Label*, First Name* (Sanghamitra), Middle Name Initial, Last Name* (Dutt), Email* (sanghamitra.dutt@gmail.com), Website, and Phone #: (514-398-4400) 09682. A red arrow points to the 'Resume Label' field. Below the form are three buttons: 'Cancel', 'Save', and 'Save And Continue'. A red arrow points to the 'Save And Continue' button. A legend indicates that an asterisk (*) indicates a required field.


STEP 2: Customizing Your Sections

- Click on the [Select](#) button next to the template you want to use

Select a template for your resume sections.

You may customize your sections after making a choice. Choose the template that best matches your status as a candidate or the profession you are pursuing.

Dietetics (McGill CAPS Preferred) Select <ul style="list-style-type: none">● Objective● Languages and Skills● Education● Clinical Experience● Other Experience● Certifications & Memberships● Activities and Interests	BCom - U3 (Desautels Career Services Preferred) Select <ul style="list-style-type: none">● Core Competencies● Education● Career-Related Experience● Leadership Development● Computer & Language Skills	MBA - Sample 2 (Desautels Career Services Preferred) Select <ul style="list-style-type: none">● Core Competencies● Education● Employment Experience● Extracurricular Experience
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- You can customize your resume sections by changing the label name in the [Section Title](#), along with the “[Type](#)” as well as change the position of your section title by clicking on the  icon.
- You may add a section title by clicking the [Add Section](#) button or remove sections by pressing the [Delete](#) button next to the specific section.
 - **TIP:** add a blank section title and tag it as General for Type. This will allow you to have an area to type in References Available Upon Request at the end of your resume.






- Click on the “[Save And Continue](#)” Button to proceed.

STEPS: [1 Getting Started](#) → [2 Customize Your Sections](#) → [3 Create Content](#) → [4 Style](#) → [5 Save/Activate](#)

Customize Your Sections

Customize your resume sections by changing their name, type, and position. You may add or remove sections by pressing the Delete or Add Section buttons.

Section Title	Type		
<input type="text" value="Core Competencies"/>	General		Delete
<input type="text" value="Education"/>	Education		Delete
<input type="text" value="Career-Related Experience"/>	Experience		Delete
<input type="text"/>	General		Delete

[+ Add Section](#)

Selected Template: BCom - U3 (Desautels Career Services Preferred)

STEP 3: Create Content

- Fill out all the sections of the resume
- Be safe and hit the [Save](#) after each section before continuing on

Core Competencies

Type your core competencies here

Continue To Education Cancel Save Save And Continue

- If you want to lookup examples, click on the “[Examples](#)” icon and select the category for the example. A popup will appear, click on any example you want to include in the textbox.

Career-Related Experience

Organization: McGill University Location: Montreal, Canada

Starting Date: May 2008 Show "Present" instead: yes no

Experience Description:

Examples

- Work Experience
- Communication Action Verbs
- Technical Skills
- References

Career-Related Experience

Organization: McGill University

Starting Date: May 2008

Experience Description: Provided strategic solutions for industry players

Examples

- Organized and coordinate logistical functions for execution of speaker events
- Provided strategic solutions for long-term growth by investigating adaptation of unique software and potential alliances with industry players
- Worked efficiently in a fast-paced environment
- Ensure a positive customer experience while multitasking efficiently
- Trained employees in company's best practices to maximize customer retention
- Developed a trusting professional relationship with elderly neighbour; responsibilities included banking and shopping

- When all your sections are complete click the Save and Continue button

Continue To Education Cancel Save Save And Continue

STEP 4: Style

- You can customize the look and feel from the right navigation menu and click [Save](#).

The screenshot shows a resume builder interface. On the left is a preview of a resume for Sanghamitra Dutt, including contact information, core competencies, and education. On the right is a styling sidebar with buttons for 'Preview', 'PDF', 'Doc', and 'Save'. A red arrow points to the 'Save' button. Below these buttons is a 'Cancel' button and a note '* indicate required'. The sidebar also includes a 'Copy from existing style' dropdown, a 'Customize Look and Feel' section with a 'Layout*' dropdown set to 'McGill Preferred' and 'Use Address' checkboxes for 'Home' and 'School', and a 'Heading Style' section with a 'Font' dropdown set to 'Georgia'.

- You can save the documents on your hard drive as a
 - [PDF](#) by clicking on the **PDF** icon and save it on your computer.
 - [Word document](#) by clicking on the **Doc** icon and save it on your computer.

STEP 5: Save/Activate

- Continue on to Step 5 in order to save and activate your resume

The screenshot shows the navigation bar of the resume builder. It includes tabs for 'Documents', 'Resume Builder', 'Career Resources', and 'Help'. Below the tabs is a progress bar with five steps: 'Getting Started', '2 Customize Your Sections', '3 Create Content', '4 Style', and '5 Save/Activate'. A black arrow points from the '5 Save/Activate' step back to the '4 Style' step.

- Click on the [Activate Resume](#) button to have your resume uploaded directly into your document library.
 - Remember: having your resume activated in your Documents tab does not mean you have actually applied to a job. You will still have to go the actual job posting you wish to apply to in order to submit your resume for that position.

The screenshot shows the 'Documents' tab in the Resume Builder interface. A red arrow points to the 'Documents' tab. Below the navigation bar, there are five steps: 1. Getting Started, 2. Customize Your Sections, 3. Create Content, 4. Style, and 5. Save/Activate. The 'Save/Activate' step is highlighted. Below the steps, there is a section titled 'Resume Information Submitted' with a sub-header 'View, Save, and Print'. Underneath, there are three buttons: 'View PDF', 'View HTML', and 'View Doc'. Below these buttons, there is a section titled 'Make Available for Job Posting Submissions' with a sub-header 'Activate this document to make it available in the main documents section for job postings and CV search.' Below this, there is a button labeled 'Activate Resume' with a green plus sign icon.

- The Label field will be pre-populated with the name you had previously given in Step 1. You can change the name should you wish. Whatever name you choose will be reflected in your document library. Make sure to tag your document type appropriately.
- Click on [Submit](#).

Student Document

Label*:

Document Type: **NOTE: If you want to upload an Unofficial Transcript, [click here](#).**

Resume Cover Letter Writing Sample Other Documents