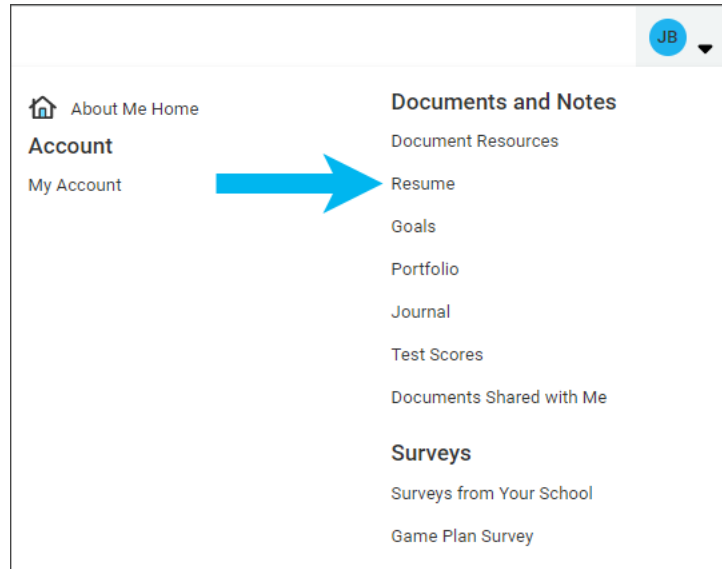



Resume Builder Reference Guide

Use the Resume Builder to keep track of your achievements from middle school to high school and share them with school staff in a resume format. Download the resume to use it for job interviews, scholarship applications, and more.

Add Resume Sections

1. Select **About Me** and then select **Resume**.



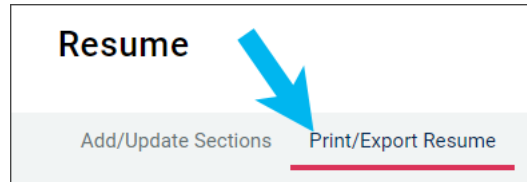
2. From **Add or Update Sections**, click the **Add** icon. 
3. Choose a section from the list.
4. Enter your information and click **Add**. A section card displays your entry.
5. Optionally:
 - Click the **Add** icon to add an entry for another section.
 - Click **Add New** from a section card to add another entry for that section.

Edit or Delete Resume Sections

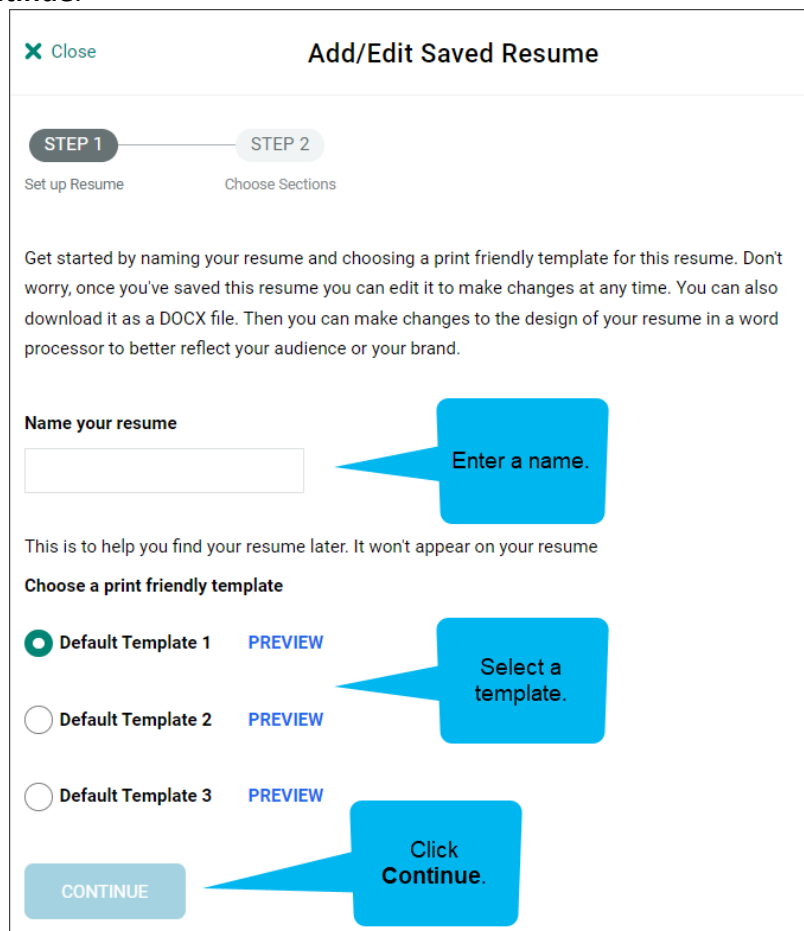
1. Select **About Me** and then select **Resume**.
2. From **Add or Update Sections**, select **Edit** or **Remove** for the entry to update.
 - Update the information and click **Save**.
 - Click **Remove** to confirm you want to delete the section.

Build a Resume

1. Select **About Me** and then select **Resume**.
2. Select **Print or Export Resume**.



3. Click the **Add** icon.
4. Enter a resume name for reference.
5. Select a template. Optionally, click **Preview** to display a resume template.
6. Click **Continue**.



A screenshot of the 'Add/Edit Saved Resume' form. The form has a 'Close' button in the top left. It shows a progress bar with 'STEP 1' (Set up Resume) and 'STEP 2' (Choose Sections). Below the progress bar is a text box for 'Name your resume' with a callout 'Enter a name.' Below that is a note: 'This is to help you find your resume later. It won't appear on your resume'. Then there are three radio button options for 'Choose a print friendly template': 'Default Template 1', 'Default Template 2', and 'Default Template 3', each with a 'PREVIEW' link. A callout 'Select a template.' points to the first option. At the bottom is a 'CONTINUE' button with a callout 'Click Continue.'

7. Select the sections and entries to add to the print version of your resume.
 - When selecting a section, you also select all entries in the section by default.
 - Deselect the section or entries to remove them from this version of your resume.
8. Click **Save Resume**.

Edit or Delete a Saved Resume

1. Select **About Me** and then select **Resume**.
2. Select **Print or Export Resume**.
3. From My Saved Resumes, select **Edit** or **Remove**.

Print or Export a Resume

1. Select **About Me** and then select **Resume**.
2. Select **Print or Export Resume**.
3. From My Saved Resumes, choose **Download PDF** or **Download DOCX** for the selected resume. When downloading the DOCX format, you can change the formatting or update your resume information.

