

RESUME BUILDER

To access Optimal resume please visit www.monorecc.edu/go/resume and click on the Optimal Resume link.

1. Create a Resume

- Under the Document Center tab, click New Resume and select Start New Resume. Give the resume a name and click Ok.
- A new window will then automatically open.



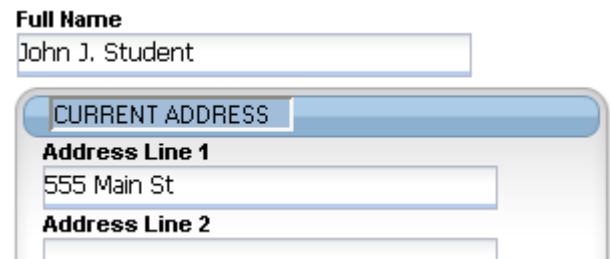
The screenshot shows a web interface with a navigation bar containing 'Document Center', 'Skills Center', 'Account Info', 'Contact', and 'Help'. Below this, there are four buttons: 'New Resume', 'New Letter', 'New Portfolio', and 'New Video Resume'. Under the 'New Resume' button, there is a text input field labeled 'Resume Name:' containing the text 'MyResume|', and two buttons labeled 'Ok' and 'Cancel'.

2. Instructions

- Upon naming and creating a new resume, you are presented with a set of **guidelines** to introduce you to the process.
- Make sure to read these guidelines carefully, as well as the instructions at the top of each individual page.

3. Contact Information

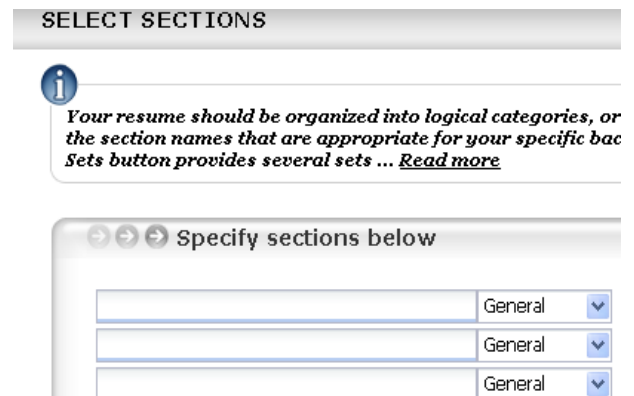
- The first step in creating your resume is to fill out your contact information, including your **name, address, telephone number, and email.**
- This information will go at the top of your resume, and can be altered at any time.



The screenshot shows a form with the following fields: 'Full Name' with the value 'John J. Student'; 'CURRENT ADDRESS' section with 'Address Line 1' containing '555 Main St' and 'Address Line 2' which is empty.

4. Organization

- Your resume is composed of a series of **sections**, including education, skills, and work experience.
- To guide you in forming these sections, click the **Select Section Sets** button and pick the example that is most relevant.
- Make sure to customize the sections to better suit them to your specific skills and experiences.
- If you are creating your own sections instead of using the examples provided, you will need to select **Experience** from the drop down menu for the section that contains your employment-related experience. This will properly format your resume.



The screenshot shows a section titled 'SELECT SECTIONS'. It includes an information icon and a text box that reads: 'Your resume should be organized into logical categories, or the section names that are appropriate for your specific bac Sets button provides several sets ... [Read more](#)'. Below this is a 'Specify sections below' section with three rows, each containing a text input field and a dropdown menu set to 'General'.

5. Sections

- Each section contains a text box, which you can use to elaborate on your qualifications.
- Again, you may use the examples to help you compose your description. Choose the examples that best apply by clicking **Examples** in the upper right hand corner of the box.

The screenshot shows the 'EDUCATION' section of a resume builder. At the top, there is a 'Rename' button and a dropdown menu set to 'General'. Below this is an information icon and a text box containing instructions: 'Content to consider for your Education section includes university and college name, location, major(s), minor(s), graduation date (or anticipated), special coursework, accreditations, GPA, special projects or areas of study, workshops, technical ... [Read more](#)'. Below the instructions is a rich text editor with a toolbar and an 'Examples' button. The editor contains the following text: 'Optimal University', 'Bachelor of Business Administration, May 200x', 'Major: Accounting', and 'Major GPA 3.2/4.0 Overall GPA 3.0/4.0'. Below the editor is another section titled 'Infobyte (Optional):' with an 'Examples' button and the text 'During my studies, I also made the Dean's list six times.'

6. Experience

- Any work or volunteer experience you may have will be added to your previously selected "experience" section.

The screenshot shows the 'EXPERIENCE' section of a resume builder. At the top, there is a 'Rename' button and a dropdown menu set to 'General'. Below this is an information icon and a text box containing instructions: 'Add the name of each employer or organization that you have worked or volunteered for as it will appear on your resume (most recent first). Click the Add Employer/Organization button once for each employer and just type in the names. Please Note: ... [Read more](#)'. Below the instructions is a large text area with a '+ Add Employer / Organization' button. Underneath, there is a section titled 'Enter Your Employers' with two input fields. The first field contains 'Acme Marketing' and the second contains 'Johnson Furniture'. Each field has up and down arrow buttons and a 'Delete Employer' button.

- Add an employer by clicking the **Add Employer/Organization** button, then writing the name of your employer in the field that appears. Click continue.
- On this screen, you will fill out a more in-depth description of your employment. Add the **location** of your employer, as well as the period of time during which you were employed.

- In the text field, Use bulleted statements to describe your responsibilities and accomplishments.
- Use the **examples button** to get started, and reference the **action words database** to edit your text.

Employer/Org Name ACME Marketing	
Location Omaha, NE	Date Range 12/06 - 05/07
Title Marketing Intern	Employer Web Site

B ***I*** **U** [List Icon] [Globe Icon] [Globe Icon] [Text Icon] [Source Icon]

- ◆ Conducted market research
- ◆ Recommended marketing plan
- ◆ Composed weekly newspaper advertisements|

7. Edit and Proofread

- You have the option to spell check your resume.
- You also have the opportunity to customize the style of your resume. You can select any of the options from the **Pre-Styled** tab or specify your own design under the Custom tab.
- Select the **Save and Close** button to store your resume or use the navigation to go back and change your resume.



8. Additional Tools

- On the right side of the resume builder, you will notice a set of additional tools that are useful in building a resume.
- The **Examples** button returns you to the Examples screen, where you can view writing samples organized by resume section.
- The **Explore Careers** button is useful if you are writing a resume for a specific profession or career. You can search for a desired career and learn about the traits and skills which you should emphasize in your resume.

FIND OCCUPATIONS

BY JOB FAMILY
BY HIGH GROWTH INDUSTRY
BY STEM DISCIPLINE

Accountants InDemand

Description	Mathematics - Using mathematics to solve problems.
Tasks	Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Knowledge	
Skills	Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Abilities	
Work Activities	Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Job Zone	
Work Styles	Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
Wages & Trends	Active Learning - Understanding the implications of new

- The **Action Words** database provides lists of power words that are useful in resume writing.
- Clicking on the **Preview** button allows you to preview your resume in HTML format. If you wish to preview your resume in Microsoft Word, you can click the **Download** button in the preview window.

9. Customize and Review

- Once you have closed out of the Resume Builder, you will return to the Document Center.
- Clicking the resume you have just created will cause a set of options to appear below, including:
- **Edit**, which takes you back to the "Edit Your Resume" screen
- **Download**, which allows you to download your resume in both Word-compatible, PDF and Plain Text formats
- **Review Center**, which enables you to send your resume directly to the Career Center for review
- **Rename**, which allows you to change the name of your resume
- **Clone**, which allows you to create an exact copy of your resume
- **Delete**, which deletes your resume.
- Remember, you can display the completed resume to potential employers on your own **secure website**. Select the **New Website** button in the Document Center to get started. Keep in mind that for others to view your website, you must activate it by clicking the **Activate** button in the Document Center.



For assistance please contact:

The Career Center

3-108

292-2248