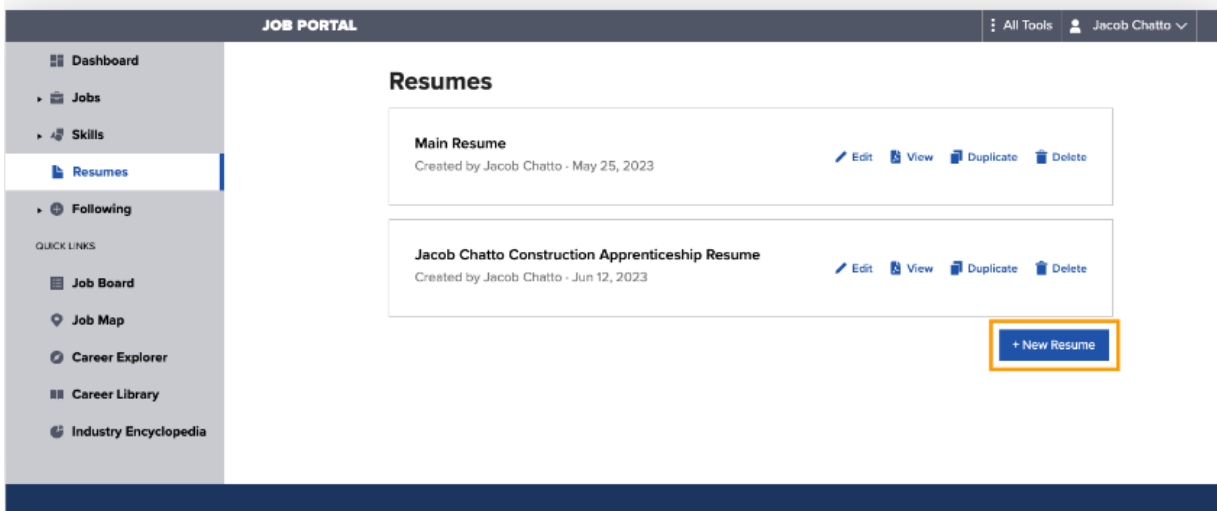


Resume Builder

1. Navigate to Resumes in the left-hand portal menu, then select +New Resume.



Notes:

2. Name Resume: Provide a name for the resume and select Save & Continue.

Name Resume

Please give your new resume a descriptive name. You can edit this later in the "Settings" section.

RESUME NAME

My New Resume

Save & Continue

Notes:

3. Personal Details: Enter your personal details and optionally, you can add a resume headline here too. This can be a brief sentence that summarizes your experience and professional background. A good structure to use is “Job Title + Work Experience + Skills or Achievement”. For example: Dynamic Barista with 4+ years of experience in customer service.

Once you’ve added all of the desired information, select Save & Continue.

The screenshot shows the 'RESUME BUILDER' interface. On the left is a sidebar with navigation options: Personal Details (selected), Summary, Experience, Skills, Education, Add Section, Templates, and Settings. The main content area is titled 'Personal Details' with an 'Edit Heading' link. It contains several input fields: 'RESUME HEADLINE', 'FIRST NAME' and 'LAST NAME', 'EMAIL ADDRESS' and 'PHONE NUMBER', 'STREET ADDRESS', 'CITY' and 'PROVINCE / STATE' (with an example 'e.g. ON'), and 'COUNTRY' and 'POSTAL CODE'. There are also navigation links: '< Back to My Resumes', 'Preview Resume', and 'More Options'. A 'Save & Continue' button is at the bottom center.

Notes:

4. Summary: The Summary is an optional resume component. If desired, enter a short summary of your most important skills or accomplishments. Select Save & Continue to proceed.

Summary / Edit Heading

PROFESSIONAL SUMMARY

Write a short summary of your most important skills or accomplishments

Notes:

5a. Experience: To add experience details, select +Add Position then enter the details of your most recent job.

Once you've added all of the desired information, select Save & Continue.

Experience [Edit Heading](#)

+ Add Position

Experience [Edit Heading](#)

Start by telling us about your most recent job. In the next step you'll be able to add your responsibilities.

* JOB TITLE

Job Title

* EMPLOYER

Employer

CITY

PROVINCE / STATE

e.g. ON

COUNTRY

POSTAL CODE

START MONTH

START YEAR

END MONTH

END YEAR

Start Month



End Month



This is my current position

Back

Save & Continue

Notes:

5b. Next you can add responsibilities for the position.

If the job title can be matched with an occupation from the National Occupation Classification (NOC), you have the option of automatically adding the job duties. If the job title can't be matched with a NOC, or you wish to decline this option, you can add responsibilities for the position manually.

Select Save & Continue to proceed.

Would you like to add job duties from the National Occupation Classification (NOC)?

You may edit this in the next step.

| | |
|---|--|
|  Yes |  No |
|---|--|

Notes:

Experience [Edit Heading](#)

RESPONSIBILITIES

Responsibilities

5c. You can then repeat steps 5a & 5b to add additional job experiences.

Once you've added all of the desired information, select Save & Continue.

Experience [Edit Heading](#)

☰ Legal Secretary | 2020 - 2023 [Edit](#) [Delete](#)

+ Add Position

[Back](#) [Save & Continue](#)

Notes:

Section headings can be renamed by selecting **Edit Heading**, typing a new name, then hitting return or enter.

6. Skills: If you have added skills to your profile, you can add these skills to your resume. If you accept, you can choose which of those skills you'd like to include.

Would you like to add skills from your profile?

You currently have **22** skills. Consider including between 4 to 10 skills on your resume.

| | |
|---------|--------|
| Yes | No |
|---------|--------|

Add Skills

Below are the knowledge, skills, tools and technologies that you have self-identified as having. To add skills to your resume, select the + button.

| | | | |
|----------|-----------------------------|----------|-----------------------|
| A | Attention to Detail (+) | I | Installation (+) |
| C | Carpentry (+) | N | Nail Gun (+) |
| | Circular Saw (+) | P | Painting (+) |
| | Cleanliness (+) | | Physical Strength (+) |
| | Construction (+) | | Plastering (+) |
| | Commercial Construction (+) | | Polishing (+) |
| D | Demolition (+) | | Punctual (+) |

[Back](#) [Save & Continue](#)

If you decline the option, or you don't have skills in your profile, you can add skills manually. Once you've added all of the desired information, select Save & Continue.

Skills [Edit Heading](#)

SKILLS

Add Skills...

[Back](#) [Save & Continue](#)

Notes:

7a. Education: To add education details, select +Add School then enter the details of your most recent education.

Once you've added all of the desired information, select Save & Continue.

Education [Edit Heading](#)

+ Add School

Back Save & Continue

Education [Edit Heading](#)

SCHOOL NAME
School Name

DEGREE, DIPLOMA, OR CERTIFICATE FIELD OF STUDY

CITY PROVINCE / STATE
e.g. ON

COUNTRY POSTAL / ZIP CODE

START MONTH START YEAR END MONTH END YEAR
Start Month End Month

This is my current study

DESCRIPTION

Back Save & Continue

Notes:

7b. Next you can add a list of completed courses associated with the program.

Select Save & Continue to proceed.

Education [Edit Heading](#)

Enter a list of courses associated with this program. Separate courses using the "Enter" key.

COURSES

Add Courses

Back

Save & Continue

Notes:

7c. You can then repeat steps 7a & 7b to add additional education.

Once you've added all of the desired information, select Save & Continue.

Experience [Edit Heading](#)



Legal Secretary | 2020 - 2023

[Edit](#)

[Delete](#)

+ Add Position

Back

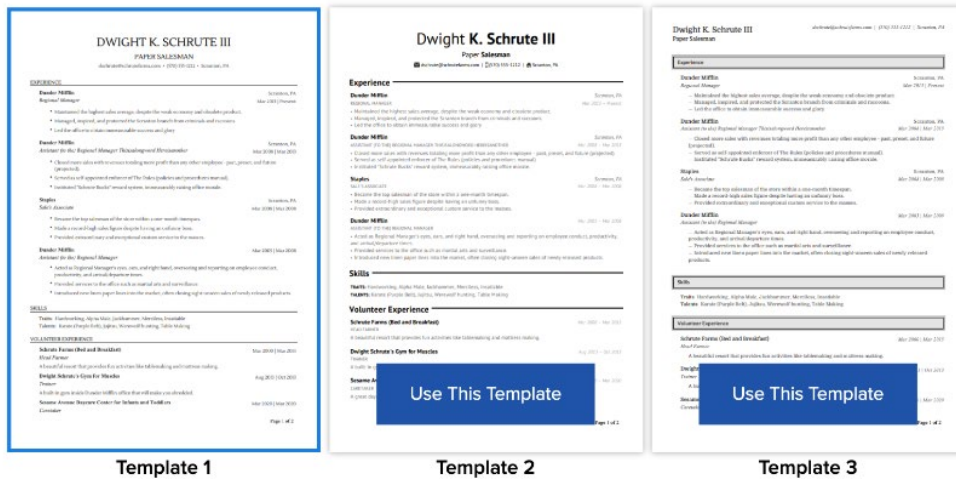
Save & Continue

Notes:

8. Templates: Choose one of nine different resume templates by selecting the desired Use This Template button.

Select Save & Continue to proceed.

Templates



Notes:

9. Settings: You have the option of adjusting any of the following settings:

Resume Title: This is the name of your resume, it's only visible to you.

Show Page Number: You can choose to include a page number in the header, footer, or none at all.

Sections: You can manage which resume sections you wish to include or exclude as well as forcing a page break where desired.

Font Scaling: Choose between Small (default), Medium, Large, Larger, or Largest font sizes.

Spacing: Controls the amount of space between sections. Choose from Small (default), Medium, or Large

Icons: Template# 2 and #7 feature icons that appear beside your contact information. If you would like to include icons, you must select one of these templates. You can then choose between outline or solid icons.

Settings

* RESUME TITLE

Main Resume

Show page number in

Header

Footer

Sections

| | Include | Page break before |
|------------------|-------------------------------------|--------------------------|
| Personal Details | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Summary | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Experience | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Education | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Font Scaling

Small ▼

Spacing

Small ▼

Icons ⓘ

No Icons ▼

Notes:

10. Preview: In the last step, you can choose to preview the resume, or continue making edits. To preview, download or print the resume, select Preview.

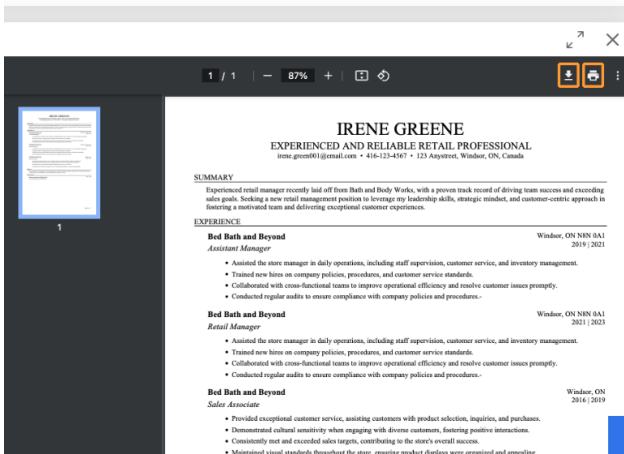
If you're satisfied with the resume, you can choose either the download or print icons.

Almost there!

Would you like to preview your resume, or continue editing?

Preview

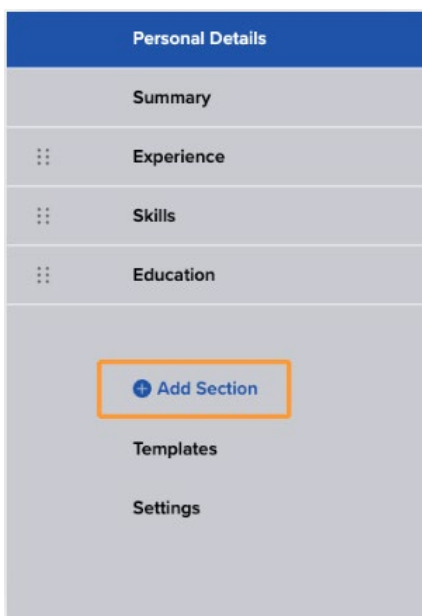
Continue Editing



Notes:

Add a new section

1. New sections can be added to your resume by selecting Add Section.



Notes:

2. Choose one or more of the following options:

Awards: Add award details including Award Name, Award Organization, Start Month, Year, and Summary.

Languages: Add language details including Language, Speaking Skill Level, Reading Skill Level, and Writing Skill Level.

References: Add “References available upon request” to your resume, or include specific reference contact details.

Volunteer Experience: Add volunteer experiences including Position, Organization, Location Details, Start and End Dates, and Responsibilities.

Custom Section: If none of these additional section’s suite your needs, create your own!

After selecting the section(s) you wish to add, select Save & Continue.

Additional Sections

- | | |
|---|---|
| <input type="checkbox"/> Awards | <input type="checkbox"/> Volunteer Experience |
| <input type="checkbox"/> Languages | <input type="checkbox"/> References |
| <input type="checkbox"/> Custom Section | |

| | |
|-------------------------------------|--|
| <input type="button" value="Back"/> | <input type="button" value="Save & Continue"/> |
|-------------------------------------|--|

Notes:

3. Once you've added all of the desired information for your new sections, select Save & Continue to proceed with the resume creation.

Reorder sections

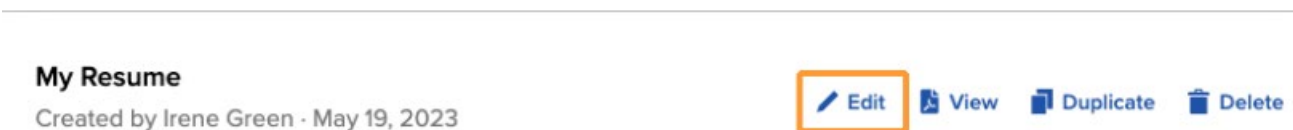
Sections can be reordered by hovering over the section name in the resume builder navigation, clicking and dragging the section to the desired order.



Notes:

Edit a resume

From the Resumes home screen, select Edit.




Duplicate a resume

From the Resumes home screen, select Duplicate.

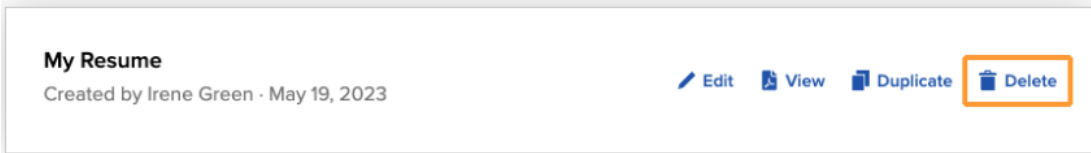


Notes:

Delete a resume

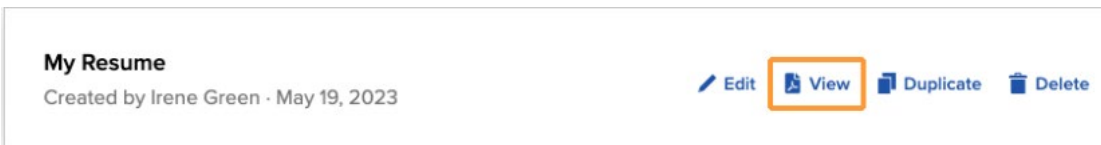
 You can only delete resumes you've created.

From the *Resumes* home screen, select **Delete**.




View a resume

From the Resumes home screen, select **View**.



Notes:

-  You can access the following options from any section of the resume builder:
- **Back to My Resumes:** Returns you to the resume home screen.
 - **Preview Resume:** Provides a preview of the resume with options to download or print.
 - **More Options**
 - **Duplicate Section:** Copies the current section including any content that's been entered.
 - **Delete Section:** Removes the current section. This operation cannot be undone.

[< Back to My Resumes](#)

 [Preview Resume](#)

[More Options ▼](#)