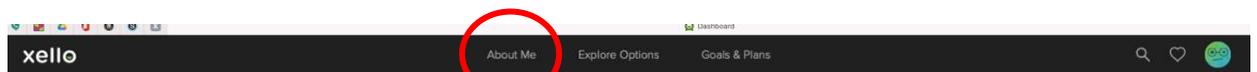


Resume Builder

Resume Builder makes it easy to take the valuable information students have learned about themselves through assessments, self-reflection, and early experiences, and turn it into a professional resume.

Students access this feature from their **About Me** page. Once they've begun, they have access to the **Tips & Samples** on every page to help guide them in do's and don'ts of writing a stand-out resume. As they fill out each section of their resume using content already entered in **About Me**, they also have the option to add new skills, interests, or experiences. New content is then synced and saved to their **About Me** profile. At any point they're able to readjust the order of the sections so they can put their strongest skills and experiences first. Once they're ready, they download their completed resume either as a fully formatted, professional PDF, or as an RTF file if they wish to style their resume their own way.

To access the Resume Builder, click on the ABOUT ME at the top of the Xello homepage.



Hey Danielle!

0% Core Lessons Grade 12

About Me Explore Options Goals & Plans

Matchmaker Careers My Plans

DANIELLE CLIFFARD

MI Troy College And Career High School Grade 12

Profile Sharing: ON

CAREER MATCHES

Principal	Podiatrist	Volunteer Manager	Special Education Teacher	Physical Therapy Assistant
Excellent Match	Excellent Match	Excellent Match	Excellent Match	Excellent Match
\$61,490 - \$144,950	\$52,060 - \$200,000	\$20,000 - \$60,000	\$34,580 - \$98,730	\$33,780 - \$79,810

On the ABOUT ME page find the section labeled RESUME and click on 'update' to get started.

PERSONALITY STYLE What careers suit your personality? Start the Quiz!	LEARNING STYLE How do you learn best? Start the Quiz!	SKILLS LAB What skills do you want to develop? Get Started
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AFTER HIGH SCHOOL... My Goal: More School or Training Edit Goal	FAVORITE CLUSTERS Which career clusters interest you? Set Favorites	RESUME Last updated: 12 / 17 / 2020 Update
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EXPERIENCES

Work Volunteer Education Life Add Experience

2017	2018	2019
PREPARING FOOD FOR DIST...	UNTITLED	CASHER

Select your layout style

Select to view tips and sample resumes

The screenshot shows a resume builder interface. At the top, there are two buttons: "Layout" and "Tips and Samples". Below them is a header section with the name "Your Name", address "123 E. Oat Street, Troy, MI 48083", phone "(248) 823-0000", and email "youremail@gmail.com". There is an "Edit" button next to the contact information. Below the header is an "Objective" section with a target icon and a blue "Add" button. The main body of the resume is divided into several sections, each with an icon and an "Edit" button: "Education" (Troy College and Career HS), "Skills" (Communicating, teamwork), "Work Experience" (cashier at Jets Pizza), "Volunteer Experience" (preparing food for distribution at Gleaners Food Bank), "Awards and Achievements" (Captain on Girls Swim Team), and "Activities and Interests" (lifeguard).

Enter your contact information. You want to make it easy for a potential employer to be able to reach you. Make sure you use an appropriate email address.

Use the 'ADD' or 'EDIT' buttons to add your information to each section of the resume.

If you added information in the corresponding sections on the ABOUT ME page you will be able to select the information you want to add to your resume.

You also have the option of adding additional information.

Download Resume

Once you have added or updated each section of the resume select DOWNLOAD RESUME at the bottom of the webpage.

The screenshot shows a "DOWNLOAD RESUME" dialog box. It has a title bar with a close button. Below the title is the text "Choose your resume format:". There are two options: "Download as a PDF" (with a PDF icon) and "Download as a text only document" (with an RTF icon). The "Download as a text only document" option is selected and circled in red. At the bottom of the dialog is a blue "Download Resume" button, also circled in red.

We recommend downloading as a RTF - TEXT ONLY DOCUMENT. The RTF file can be opened with MS Word or other text editing apps. From there it is a simple task to edit margins and remove any extra spacing between sections. Making these changes will allow you to create a one-page resume.

Make sure you upload your resume into the Resume Lesson or in the Storyboard in Xello. Also, make sure you save your resume so you can access it again in the future.