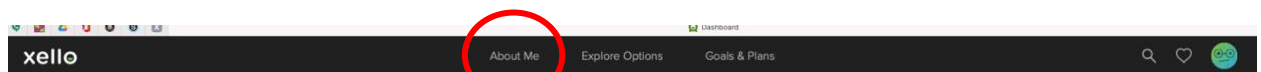


Resume Builder

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.

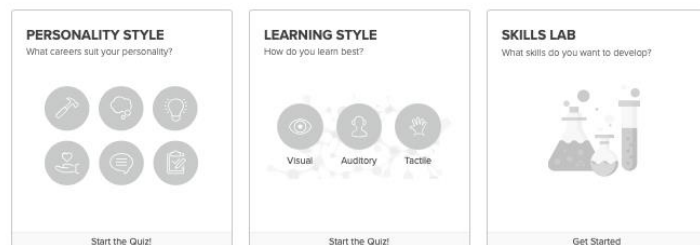
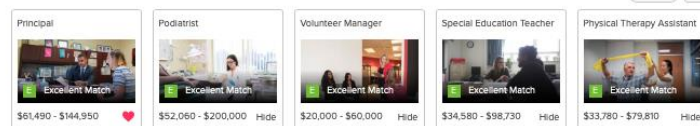
To access the Resume Builder, click on the **ABOUT ME** at the top of the Xello homepage.



Hey Danielle!



CAREER MATCHES



Select your layout style

Select to view tips and sample resumes

The screenshot shows a resume builder interface. At the top, there's a header section with a 'Layout' button (annotated with 'Select your layout style') and a 'Tips and Samples' button (annotated with 'Select to view tips and sample resumes'). The main content area is titled 'Your Name' and includes contact information: '123 E. Oat Street, Troy, MI 48063' and '(248) 823-0000 • youremail@gmail.com'. There's an 'Edit' button next to the contact info (annotated with '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.'). Below the header is an 'Objective' section with a target icon and the text 'Give employers a quick idea of who you are and what you're looking for.' with an 'Add' button. The resume is divided into several sections, each with an icon and an 'Edit' button: 'Education' (Troy College and Career HS, Troy, MI • September 2017 – Present), 'Skills' (Communicating, teamwork), 'Work Experience' (cashier, Jets Pizza, Troy, MI • April 2019 – Present), 'Volunteer Experience' (preparing food for distribution, Gleaners Food Bank, Detroit, MI • January 2017 – March 2017 (15 hours)), 'Awards and Achievements' (Captain on Girls Swim Team), and 'Activities and Interests' (lifeguard). At the bottom, there's a 'Download Resume' button (annotated with 'Once you have added or updated each section of the resume select DOWNLOAD RESUME at the bottom of the webpage.').

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.

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. The main text says 'Choose your resume format:'. There are two options: 'Download as a PDF' (with a PDF icon) and 'Download as a text only document' (with a RTF icon). The 'Download as a text only document' option is selected and circled in red. Below the options is a 'Download Resume' button, which is also circled in red and has an arrow pointing to it from the right.

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.