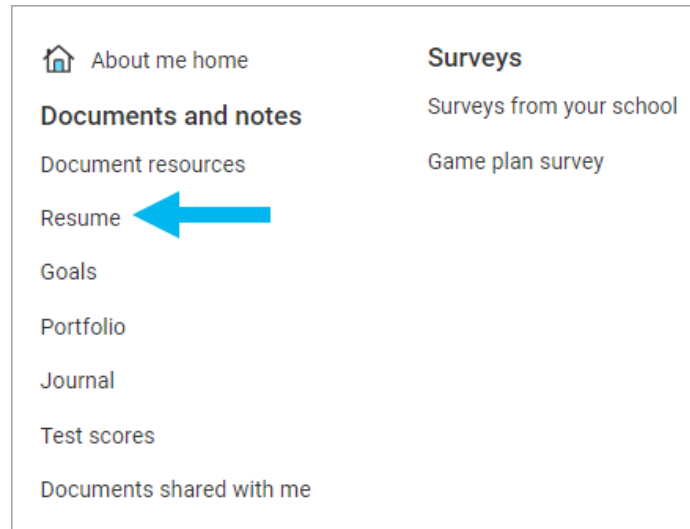



# Resume builder reference guide

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

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



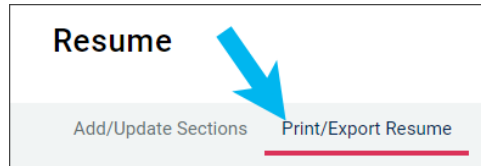
2. Select **access the previous resume builder** from the info message.
3. From **Add or Update Sections**, click the **Add** icon. 
4. Choose a section from the list.
5. Enter your information and click **Add**. A section card displays your entry.
6. Optionally:
  - Click the **Add** icon to add an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

## Edit or Delete Resume Sections

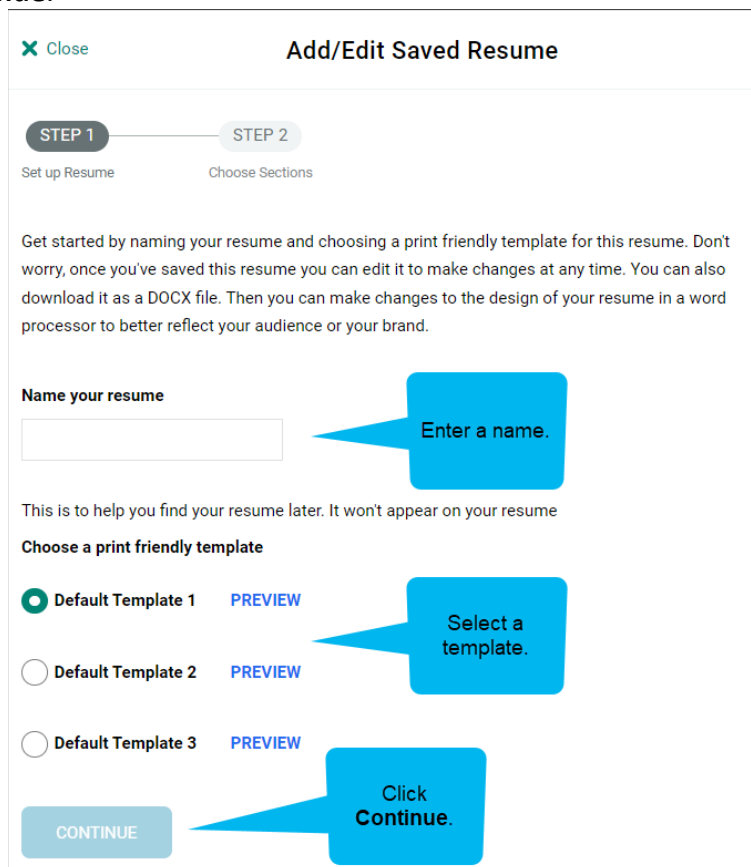
1. Select **About me** and then select **Resume**.
2. Select **access the previous resume builder** from the info message.
3. From **Add or Update Sections**, select **Edit** or **Remove** for the entry to update.
  - Update the information and click **Save**.
  - Click **Remove** to confirm you want to delete the section.

## Build a resume

1. Select **About me** and then select **Resume**.
2. Select **access the previous resume builder** from the info message.
3. Select **Print or Export Resume**.



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



A screenshot of the "Add/Edit Saved Resume" form. At the top left is a "Close" button with an 'X' icon. The title is "Add/Edit Saved Resume". Below the title are two steps: "STEP 1 Set up Resume" and "STEP 2 Choose Sections". A paragraph of text explains that users should name their resume and choose a print-friendly template, and that they can edit or download it as a DOCX file. Below this are three sections: "Name your resume" with a text input field and a callout "Enter a name."; "Choose a print friendly template" with three radio button options: "Default Template 1 PREVIEW", "Default Template 2 PREVIEW", and "Default Template 3 PREVIEW", with a callout "Select a template."; and a "CONTINUE" button with a callout "Click Continue.".

8. 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.
9. Click **Save Resume**.

## Edit or delete a saved resume

1. Select **About me** and then select **Resume**.
2. Select **access the previous resume builder** from the info message.
3. Select **Print or Export Resume**.
4. From My Saved Resumes, select **Edit** or **Remove**.

## Print or export a resume

1. Select **About me** and then select **Resume**.
2. Select **access the previous resume builder** from the info message.
3. Select **Print or Export Resume**.
4. 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.

