

Create a Resume

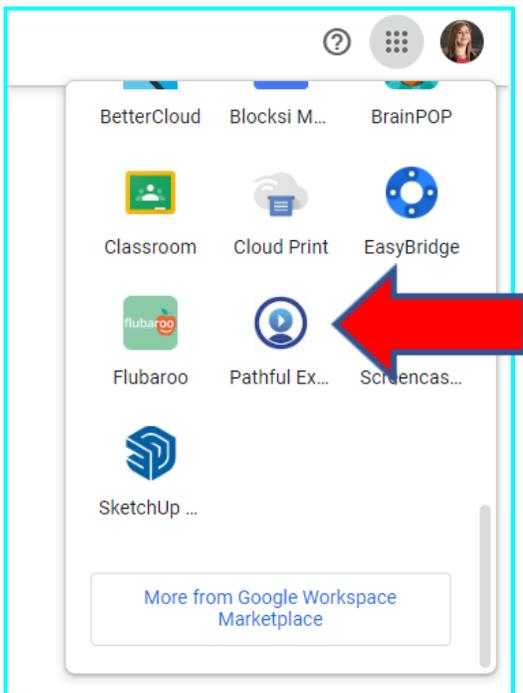
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The Resume Builder assists users in creating a resume. Resumes can be edited as needed. Resumes can also be downloaded as a PDF or Word document.

STEP 1: GO TO GOOGLE

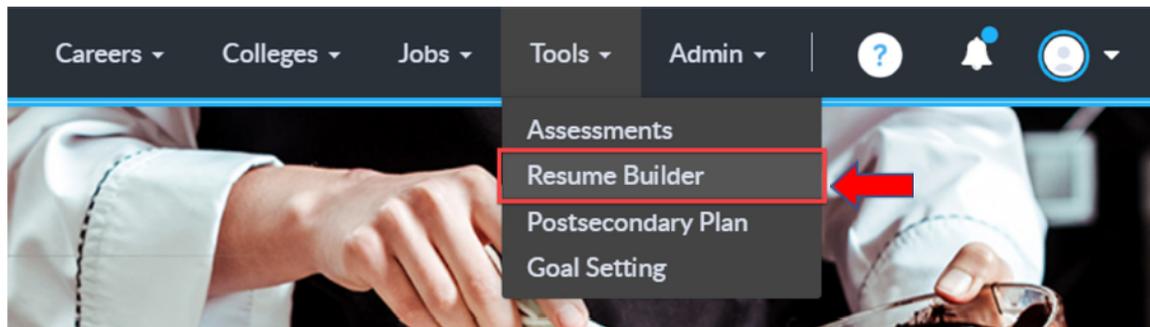
STEP 2: Log in with your SHARYLAND ISD CREDENTIALS

STEP 3: FIND THE ICON for "PATHFUL EXPLORE" click on THE ICON



STEP 4: At the TOP of the page find TOOLS > then CLICK > RESUME BUILDER

From the Tools drop-down menu, select Resume Builder.



STEP 5: CLICK NEW RESUME to begin

The screenshot shows the virtualjobshadow website interface. At the top, there is a navigation bar with links for Careers, Colleges, Jobs, Tools, and Admin. Below the navigation bar, there is a sidebar with a 'TOOLS' section containing radio buttons for Assessments, Resume Builder (selected), Postsecondary Plan, and Goal Setting. The main content area features a heading 'RESUME BUILDER' and a paragraph: 'A well-done resume will successfully communicate your education, experience, and skill-sets to potential employers. Use the Resume Builder to create your resume.' Below this, there is a large blue button labeled 'NEW RESUME' and a decorative graphic with icons representing various career and educational paths.

STEP 6: FILL OUT YOUR INFORMATION

1. GENERAL INFORMATION

Resume Name: *

Rocio Montemayor Resume March 26, 2021

First Name: *

Rocio

Last Name: *

Montemayor

Middle Name:

STEP 7: ALSO FILL OUT THE FOLLOWING

- OBJECTIVE
- EDUCATION
- WORK EXPERIENCE
- ADDITIONAL INFO
 - o Achievements
 - o Volunteer Experience
 - o Interest/Activities
 - o Skills
 - o References

STEP 8: SAVE YOUR RESUME AND DOWNLOAD (WORD OR PDF)

The screenshot shows a close-up of the 'Download' button in the Resume Builder interface. The button is blue with a white arrow pointing down. Below the button, there is a dropdown menu with two options: 'Word' and 'PDF', each accompanied by a small icon representing the respective file format.

CONGRATULATIONS YOUR RESUME IS READY!

Mrs. Rocio Montemayor CTE Counselor SHS