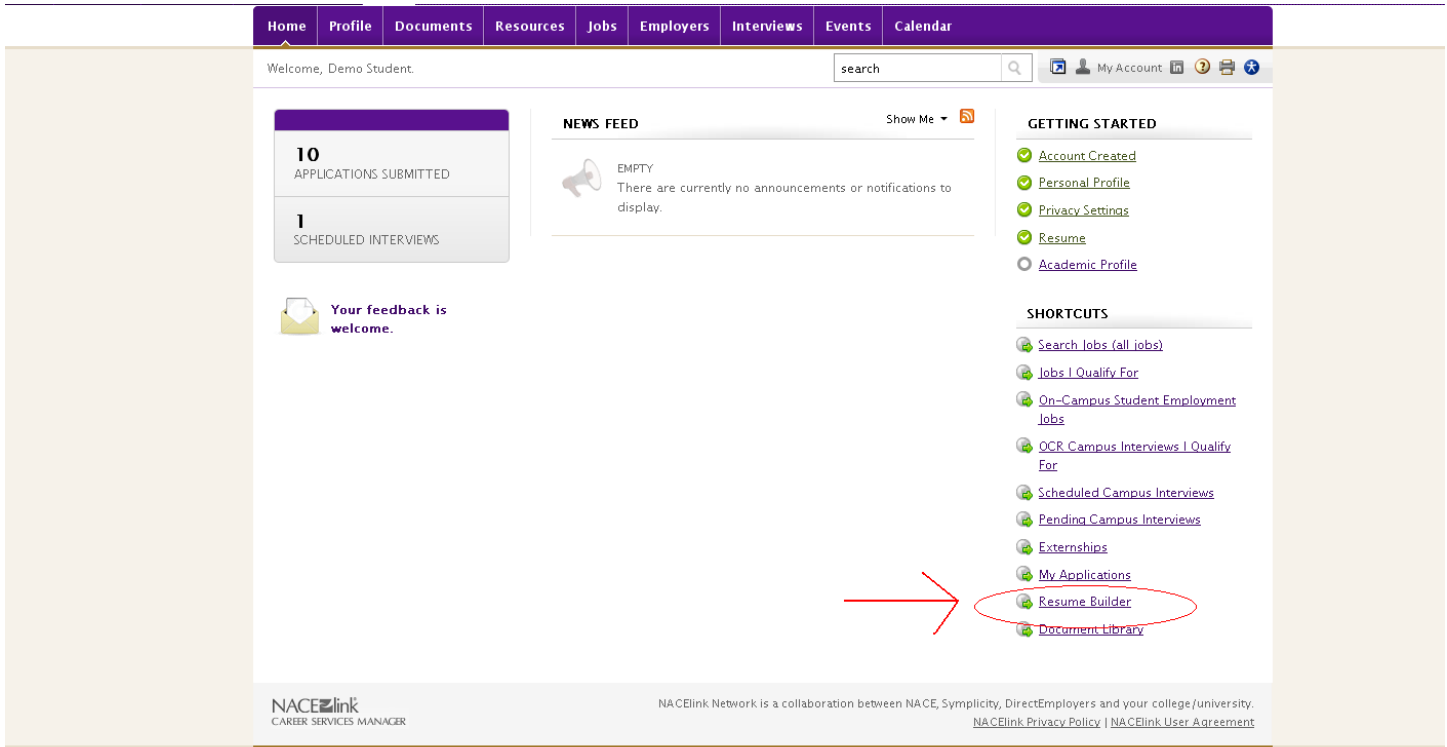


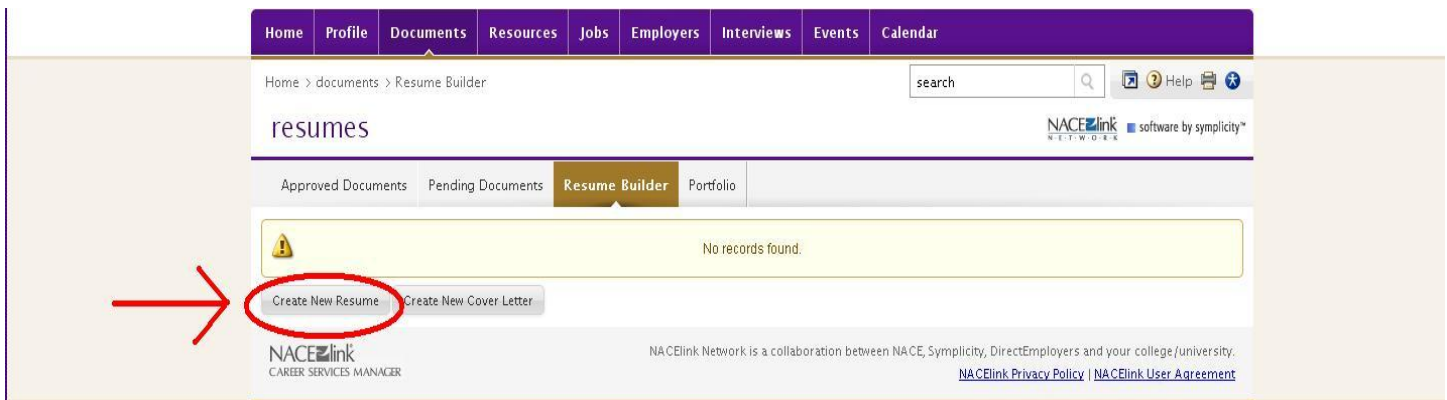
# KENYON CAREER CONNECTOR

## HOW TO: BUILD A RESUME WITH RESUME BUILDER & ACTIVATE YOUR RESUME

1. Once you are logged in to the Kenyon Career Connector, click on “RESUME BUILDER”, located in the Shortcuts list on the right hand side of the screen.



2. Click on “CREATE NEW RESUME.”



3. Select the resume outline that you would like to use, by clicking on the “SAVE AND CONTINUE” button associated with that template.

The screenshot shows the 'resumes' page in the Resume Builder. The 'STEPS' bar indicates the current step is 'Outlines'. The main content area is titled 'Select a template for your resume sections.' and contains a grid of nine resume templates. Each template has a 'Save And Continue' button at the top. A red arrow points to the 'Save And Continue' button for the 'General Resume' template, which is also circled in red.

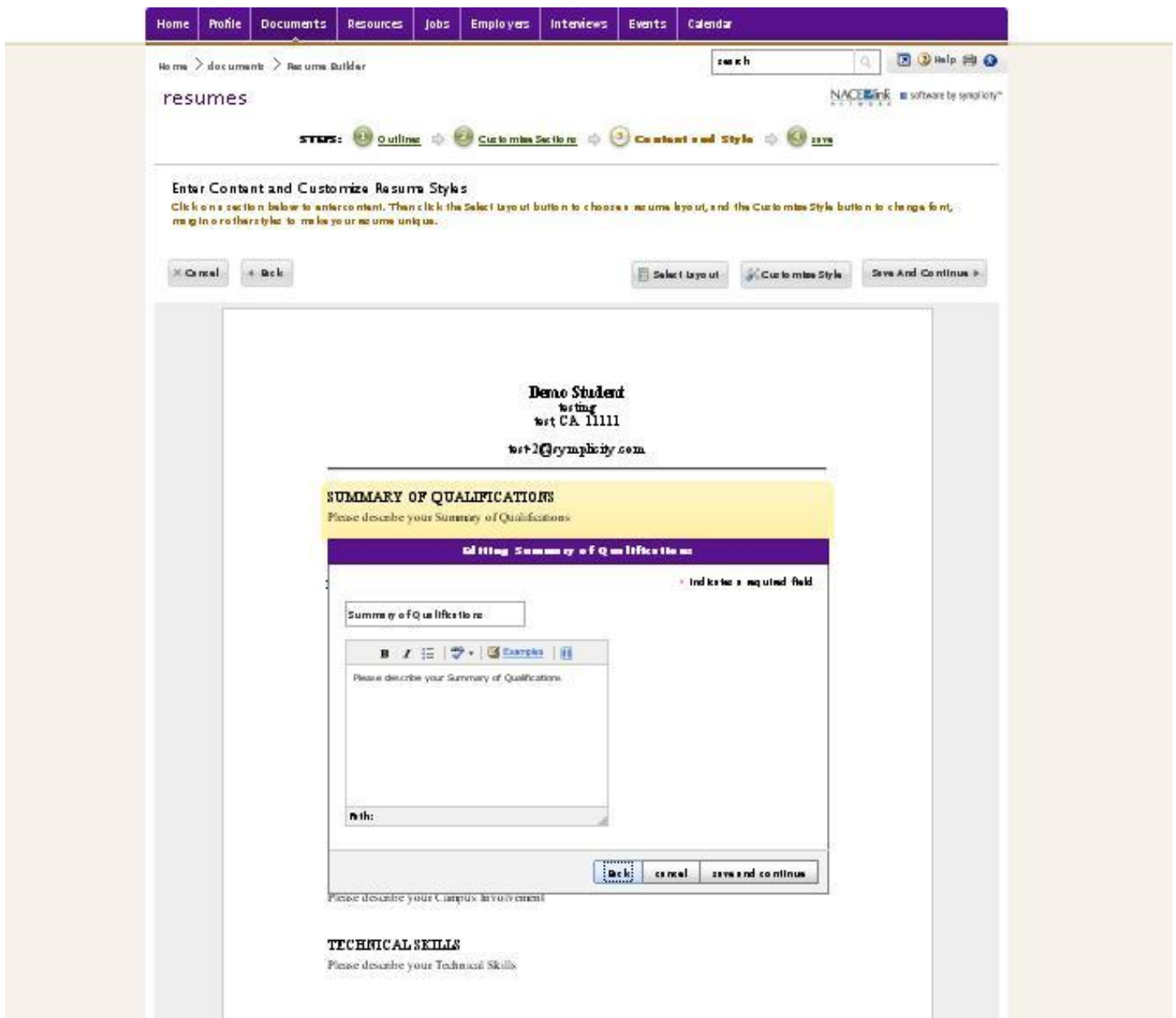
4. On the “CUSTOMIZE SELECTIONS” screen, you will be able to re-title the headers and re-arrange the order of your sections to make it fit your specific goal. Once done, click “SAVE AND CONTINUE” to move on.

The screenshot shows the 'Customize Your Sections' screen. The page title is 'Customize Your Sections' and the subtitle is 'Customize your resume sections by changing their name, type, and position. You may add or remove sections by pressing the Delete or Add Section buttons.' Below this is a table with the following data:

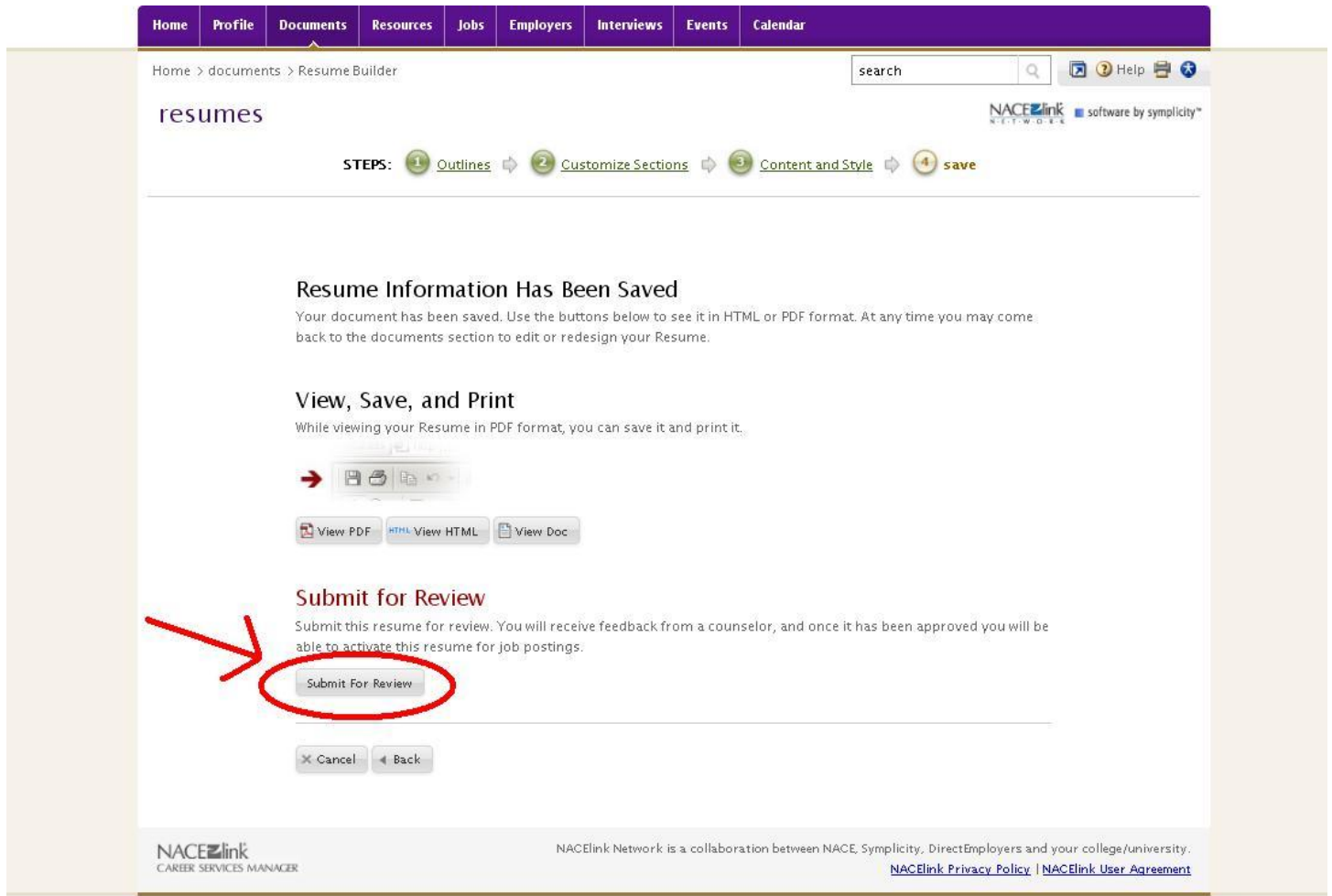
Section Title	Type	Delete
Summary of Qualifications	General	✖ Delete
Education	Education	✖ Delete
Honors / Awards	General	✖ Delete
Relevant Experience	Experience	✖ Delete
Leadership	Experience	✖ Delete
Campus Involvement	General	✖ Delete
Technical Skills	General	✖ Delete

At the bottom of the page, there are three buttons: 'Cancel', 'Back', and 'Save And Continue'.

5. Next you will add in all of your content. Follow the prompts on the screen, and click “SAVE AND CONTINUE” in the box when you want to move on to the next feature. When finished with all of your sections, click the “SAVE AND CONTINUE” at the top right corner of your screen.



6. Your resume is ready for you to view, save and print. Use the buttons below this text to choose any of those options. HOWEVER, if you wish to use this resume on the Kenyon Career Connector, you MUST click "SUBMIT FOR REVIEW." We require that your first document is approved by us before you can use any resumes, cover letters and additional application documents on the site.



This will appear once you click "SUBMIT FOR REVIEW."



### Resume is under review

This resume is under review. You will receive feedback from a counselor, and once it has been approved you will be able to activate this resume for job postings



7. To check the status of your resume, login to the Kenyon Career Connector, and click on "RESUME BUILDER" once again in the right hand column. You should be directed to the following page. If not, click on "DOCUMENTS" in the top purple bar across the screen, then click on "RESUME BUILDER."

8. If your resume has been approved, congratulations! You are now able to use this resume to apply to positions in the Kenyon Career Connector. To use this resume, you must click on the “ACTIVATE RESUME” button.

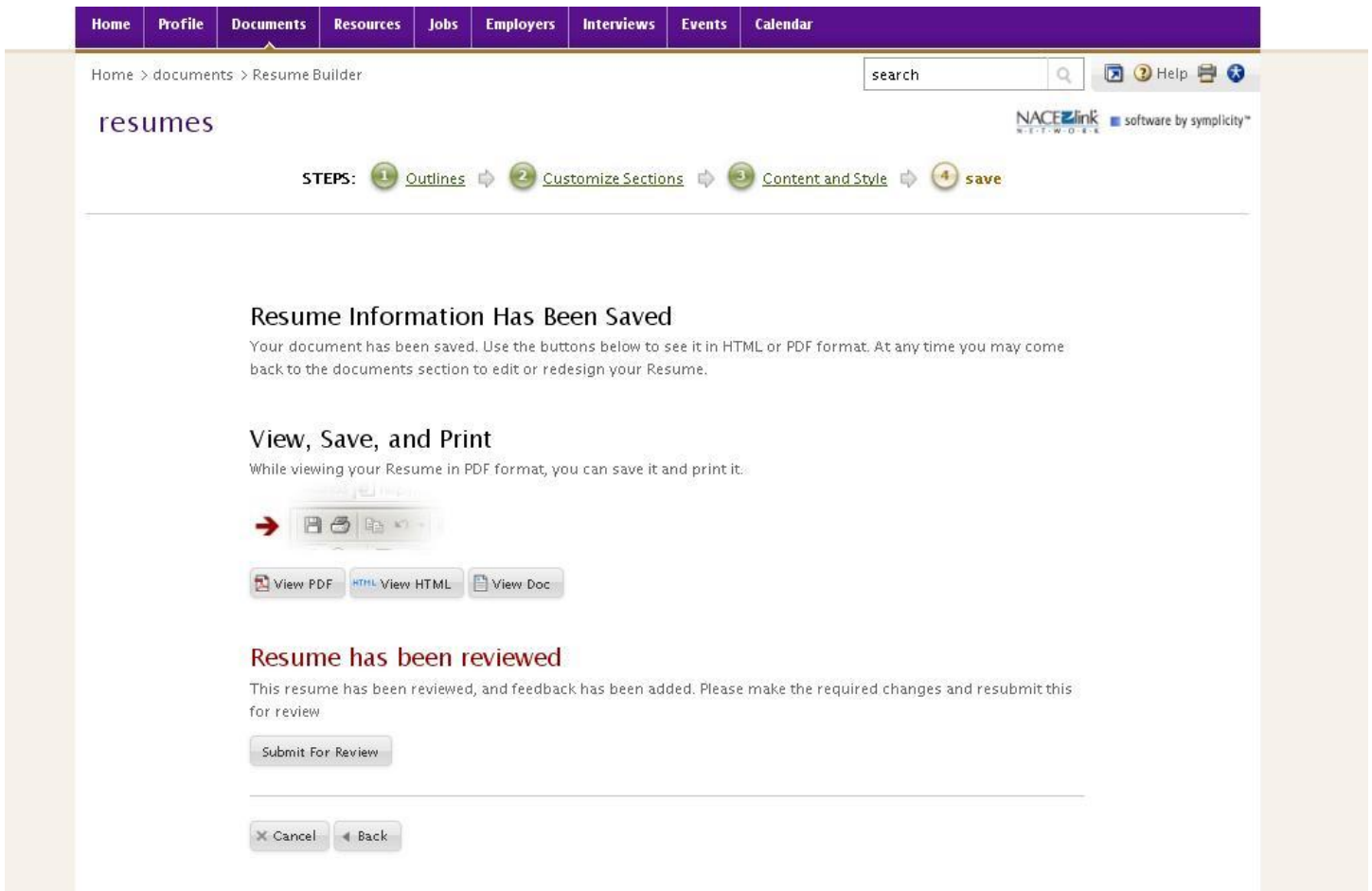
The screenshot shows the NACElink Resume Builder interface. At the top, there is a navigation bar with links for home, profile, documents, Resources, jobs, employers, interviews, events, and calendar. Below the navigation bar, the breadcrumb trail reads "Home > documents > Resume Builder". A search bar is located on the right side of the page. The main content area is titled "resumes" and features a progress bar with four steps: 1. Outlines, 2. Customize Sections, 3. Content and Style, and 4. save. The "save" step is highlighted with a yellow circle.

The main content area is divided into several sections:

- Resume Information Has Been Saved**: A message stating "Your document has been saved. Use the buttons below to see it in HTML or PDF format. At any time you may come back to the documents section to edit or redesign your Resume."
- View, Save, and Print**: A message stating "While viewing your Resume in PDF format, you can save it and print it." Below this message are icons for view, save, and print, and buttons for "View PDF", "HTML View HTML", and "View Doc".
- Resume Approved**: A message stating "Your resume has been approved. You can now activate this resume for job postings."
- Make Available for Job Posting Submissions**: A message stating "Activate this document to make it available in the main documents section for job postings and CV search." Below this message is a button labeled "Activate Resume", which is circled in red. A red arrow points to this button.

At the bottom of the page, there are "Cancel" and "Back" buttons. The footer contains the NACElink logo and the text "NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university." along with links to the "NACElink Privacy Policy" and "NACElink User Agreement".

9. If your resume has not been approved, you will see the following screen:



Here, you will need to “VIEW DOC” and save this resume to your computer. Make the changes that are necessary, and re-upload as you would any other document from your computer, using the following steps.

Click on “DOCUMENTS” in the top purple Bar. Then, click on “ADD NEW.” Pick a Label for your resume, i.e. *TAYLOR STUDENT RESUME*. Pick the type of document it is, browse for the appropriate file, and click submit. Once approved, it will appear in your “APPROVED DOCUMENTS” list.

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PLEASE CONTACT THE CAREER DEVELOPMENT OFFICE IF YOU HAVE ANY QUESTIONS REGARDING HOW TO USE THE RESUME BUILDER, OR ANYTHING ELSE IN THE KENYON CAREER CONNECTOR.

BEST OF LUCK!

