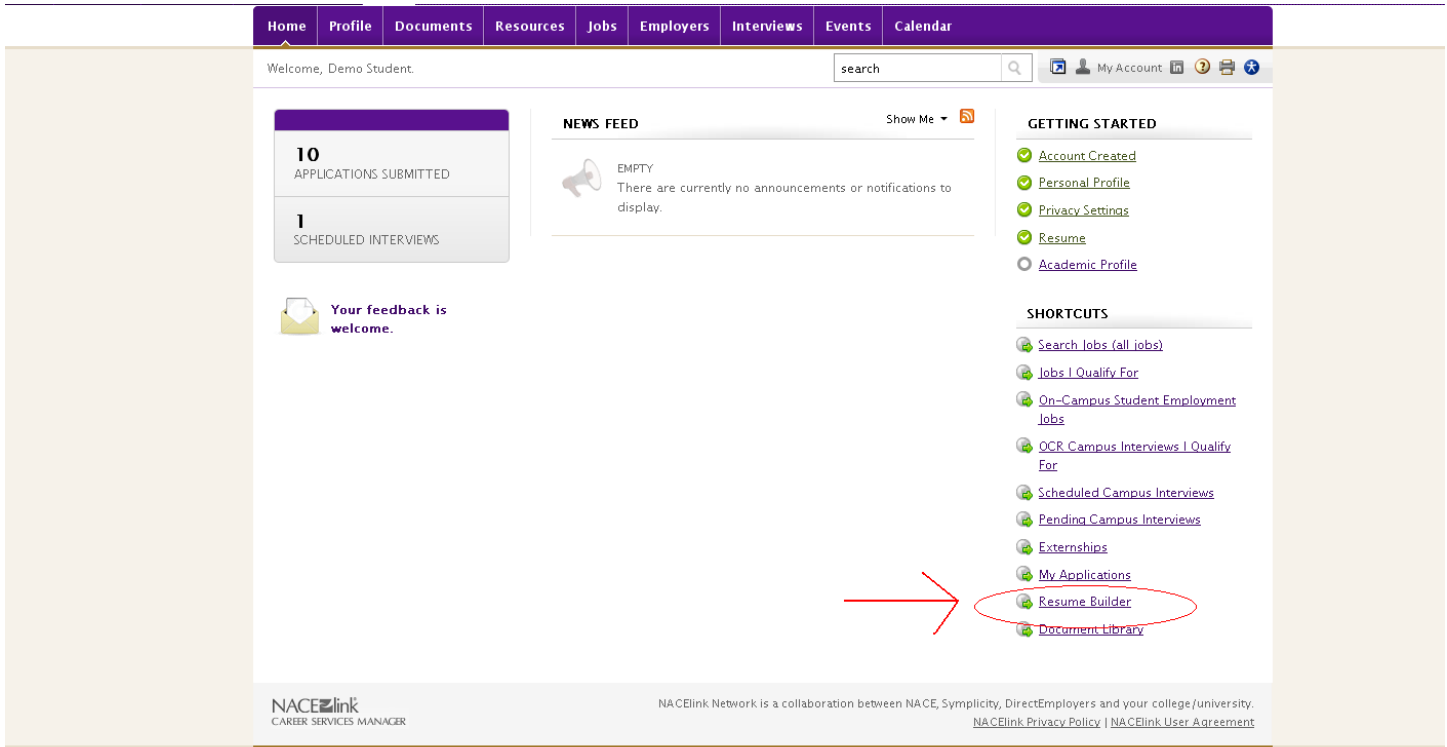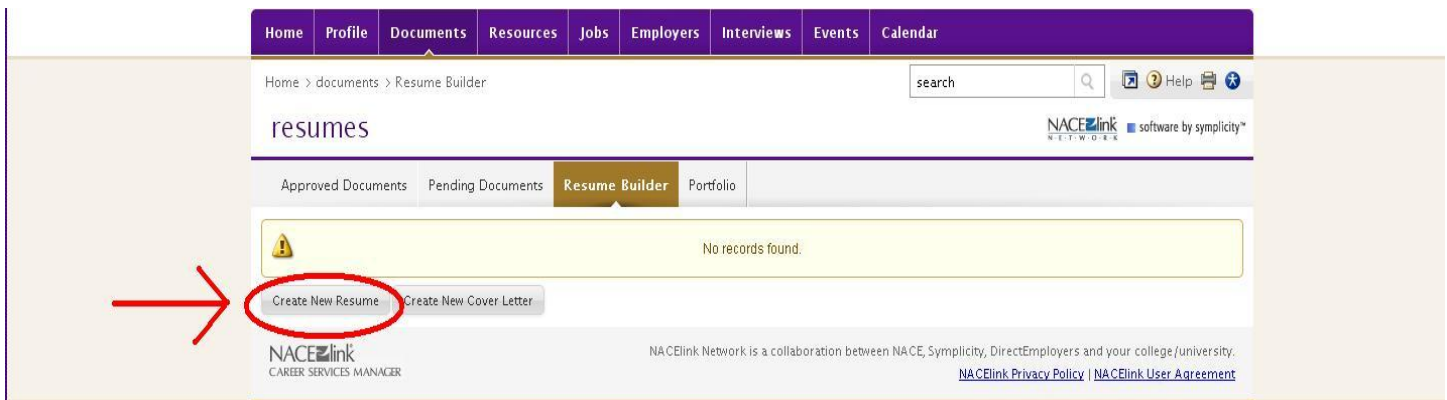# KENYON CAREER CONNECTOR

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 CONTINUUE" button associated with that template.**


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.**

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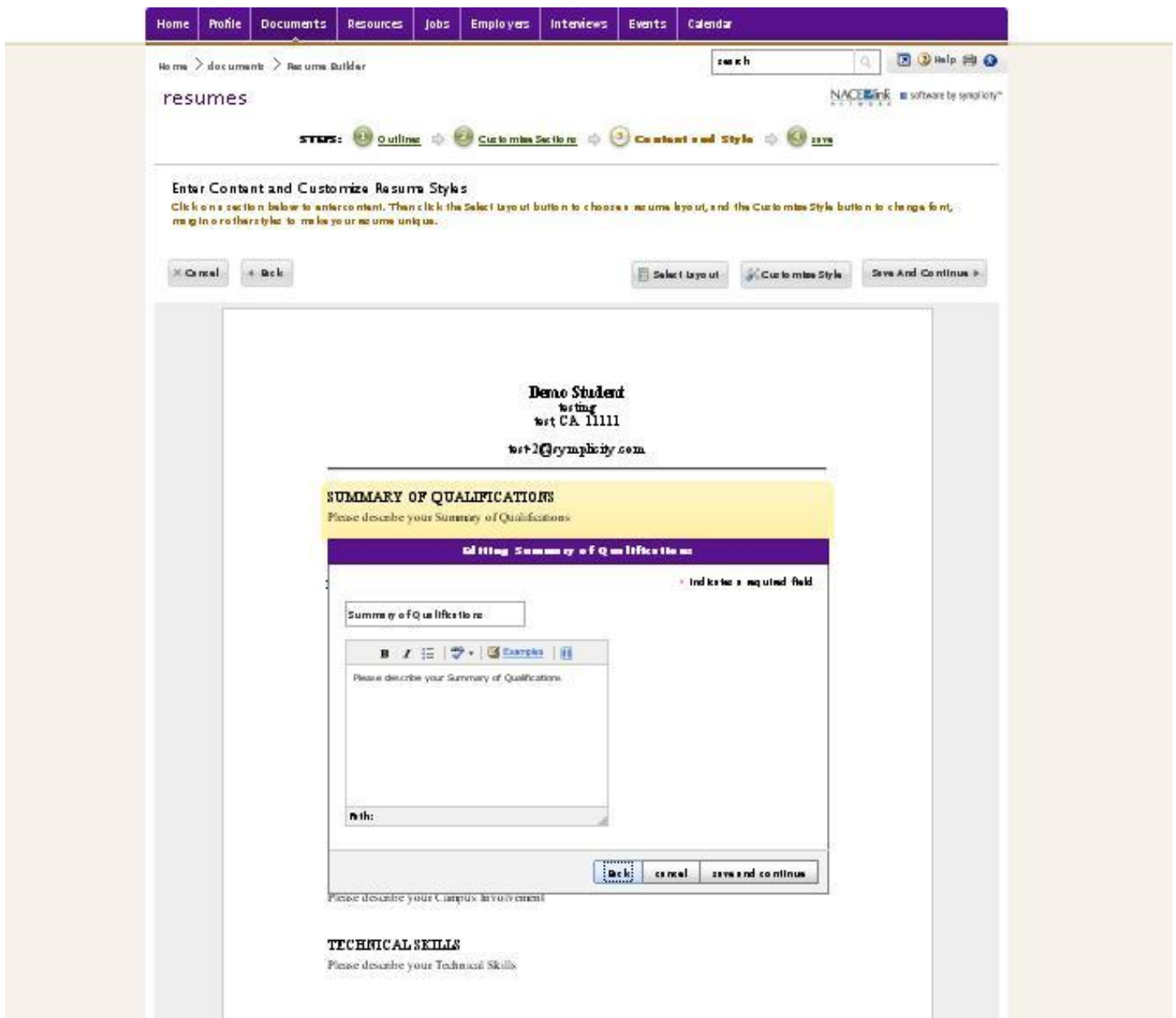
6. **Your resume is ready for you to view, save and print. Use the buttons below this text to choose any of those options. HOWEVER, if you wish to use this resume on the Kenyon Career Connector, you MUST click "SUBMIT FOR REVIEW." We require that your first document is approved by us before you can use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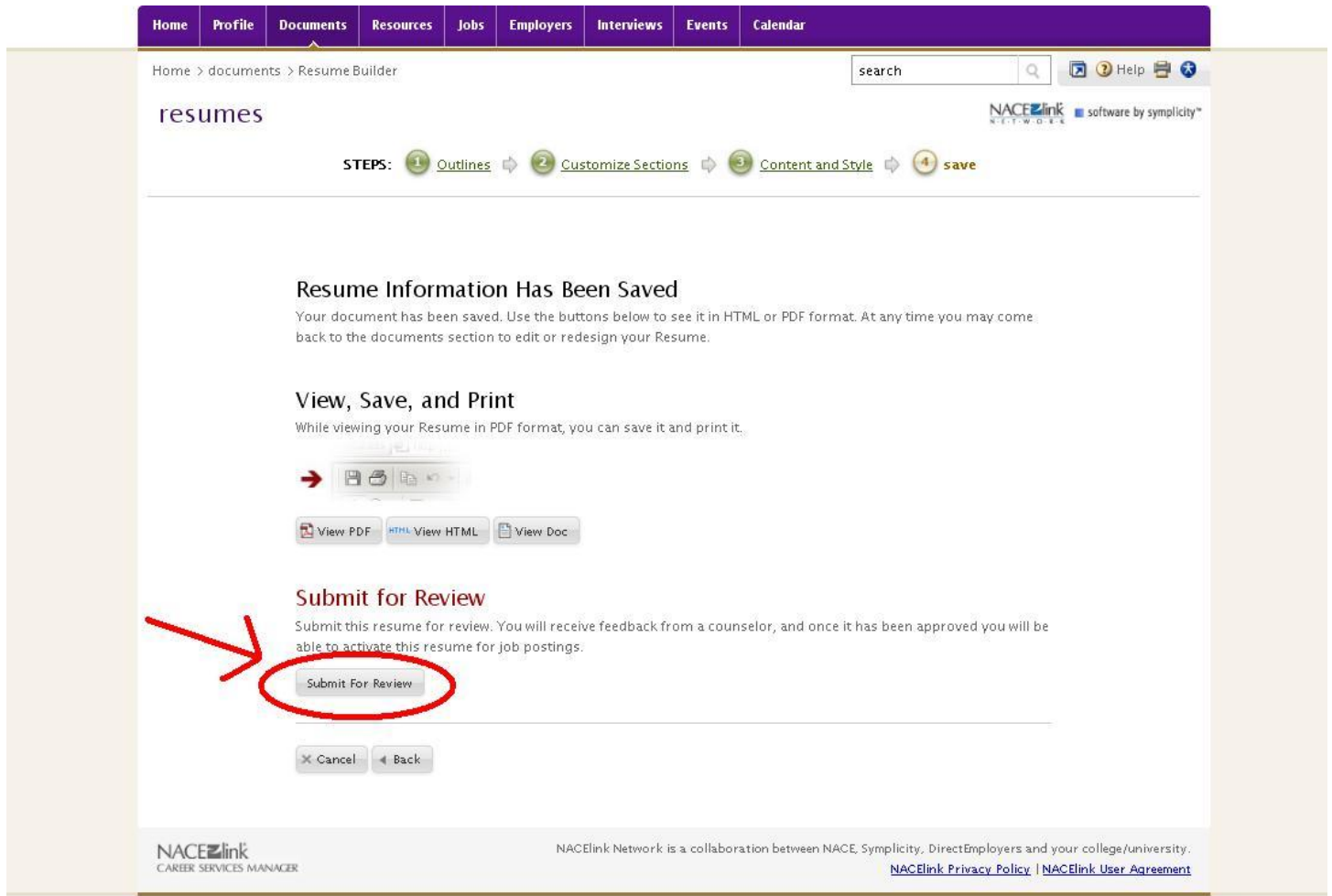
This will appear once you click "SUBMIT FOR REVIEW."

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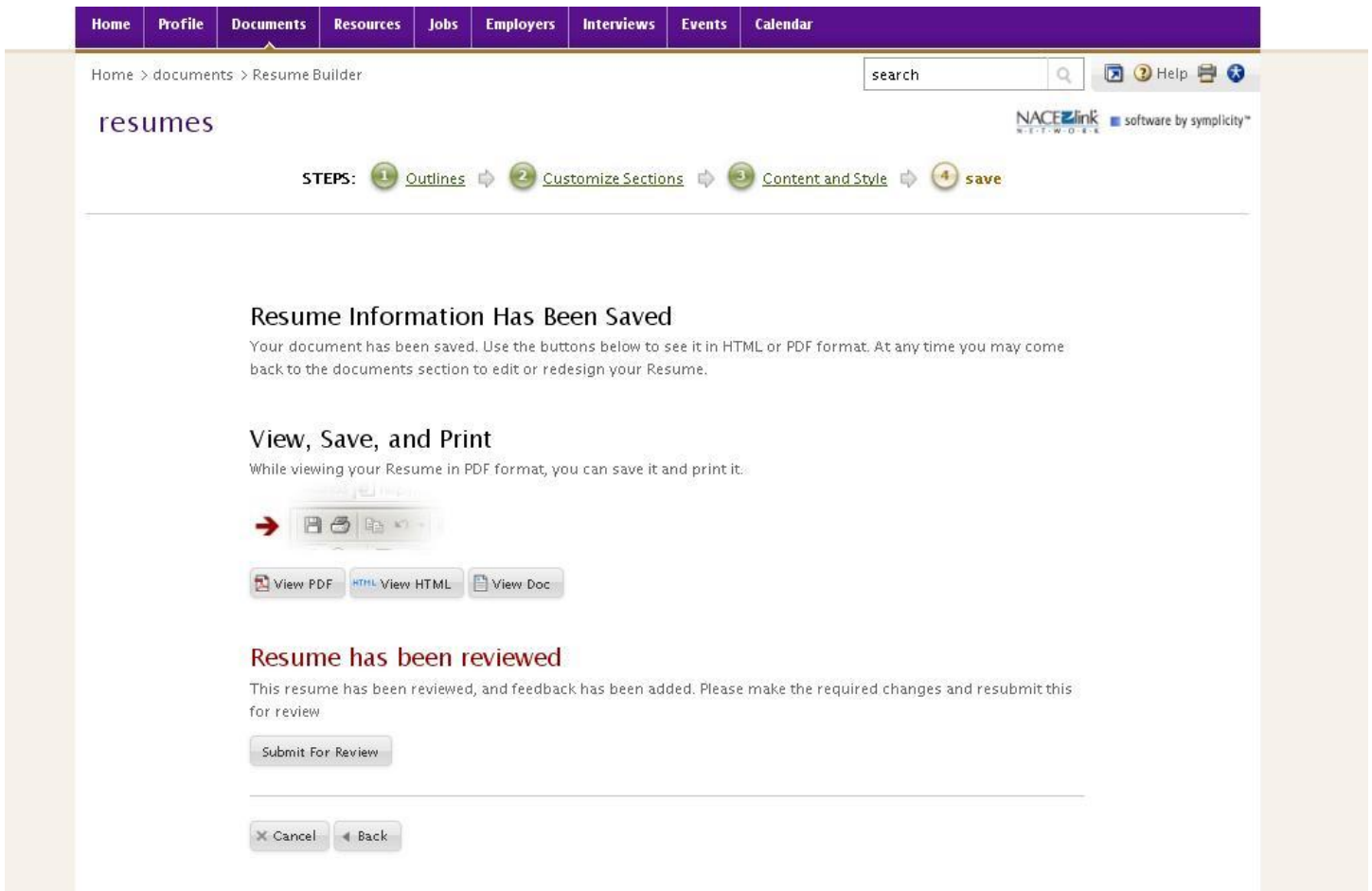
9. **If your resume has not been approved, you will see the following screen:**

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.

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!