

Steps to Create a Resume

1. Open an Internet browser (preferably Google Chrome), then type in www.mcwfc.us in the address bar.
2. Click on the dropdown menu next to **JOBSEEKERS** (at the top of the screen).
3. Click on **CAREER COACH** (a new window will open on your screen).
4. Click on the red **Resume Builder** tab (on the top right of the screen).
5. A tool to build resumes is now open. You will fill in all the needed information.
6. Start by filling in your contact information. This is the first section you will see. To edit this section, please click the red **EDIT** button.
 - a. Use proper capitalization and spelling.
 - b. *Please note: You absolutely should have an email address. It should be professional. You can get a free email address at Google.com. Never use unprofessional email addresses.
7. Now, you will build the body of your resume. To start this section please click the red **EDIT** button. Start with your most recent job that you want on your resume. Put in the most generic job title that most closely matches your job title. For example: If you were a **Western Territory District Manager**, but your job duties match that of a **Sales Representative**, put the words **Sales Representative** in the first box to search the database for this job. Then, scroll through the list of jobs it is matching, and click on the closest match to what your job was.
8. You will see a list of tasks on the left side of the builder that you can choose from. Before you start selecting tasks that you performed at your job, first correct the job title. Type in whatever your title actually was. For example, you can change it back to **Western Territory District Manager**.
9. Fill in the employer, location, and start and end dates.
10. Now go through the list of tasks and choose the tasks you performed. Be careful not to choose too many; you will end up with a very long resume. Choose anywhere from 4-10 depending on how many jobs you intend on putting on your resume. Be consistent throughout your resume. If you are going to have 4 jobs on your resume, maybe have 3-6 tasks for each. But, if you only have one job on your resume, maybe include 8-10 tasks that you performed. Seek help from an Employment Specialist if you need help deciding.
11. Choose **ADD A PAST JOB** or **SAVE AND CLOSE**.
12. You will now see that the builder is creating the resume.
13. Next, add the next job you want on your resume. This should be the job you had BEFORE your most recent. It will put them in the right order. Repeat the same steps as you did in #s 7-11.
14. The next section is **Education**. Fill this in if it is applicable. If you don't want it on your resume, you can delete it at a later time.
15. The next section is very important! It is the **Skills** section. This is the section that employers see if you would be a good fit for the position they are trying to fill. This should highlight what skills and strengths you will bring to the company if they hire you! To fill out this section, just type in short phrases and press enter. So, if you are applying for a customer service position, you might put things like:
 - Excellent Customer Service Skills
 - Strong Communication Skills
 - Detail Oriented

Years of Cash Handling Experience

Team Player

***The resume tool will add them to your resume with bullet points. Be sure to look at the job description and customize this section to highlight the skills you have that match the skills they are looking for.

16. The last section is the **PROFESSIONAL LINKS** section. This is the section that you can include the link to your LinkedIn profile.

17. Now, scroll to the top of the page and either choose **DOWNLOAD MY RESUME** or **SAVE MY RESUME**.

a. Be careful.... Do not choose the **SAVE** option unless you have created an account within Career Coach (a separate account from ConnectingColorado) it is not saved yet!

18. Choose **Download**.

19. You will see the document ready to be opened on the bottom left side of your page.

20. Click on the document, and it will open.

21. You must then click the yellow tab that says enable editing.

22. In the open document, choose **File AND Save-as**.

23. When the save-as window opens, do **THREE** important things:

a. First, choose the location of the place you are saving it to!

b. Next, name the file an appropriate file name. For Example: **Jane Doe Resume 2017**.

c. Finally, choose the correct file type. It should be a Word Document, NOT a rich text file.

24. Step 2 is an optional step that will upload your resume to CareerBuilder. If you choose this option, follow the prompts. Please be advised that the email functionality of step 2 does not work.

25. Now.....you have a resume, and you have it saved electronically! Congratulations!

26. Finally, you can make formatting changes to your resume, like bolding your name, moving your skills section above your work history section, deleting the education section (if applicable), deleting unwanted space, changing wording in some of the tasks, and much more! **Remember to save when you make changes.

27. Remember to customize the skills section for different jobs. There is no such thing as a one size fits all resume!!!!

28. Lastly, meet with an Employment Specialist at the Workforce Center to review your resume and offer suggestions. The Resource Room or front desk can check you in to see you as a walk-in or call (970) 248-7560 to make an appointment.