

1. Complete the Contact/Login information screen to create your User Profile. It is best to use a professional email address that you check often and will continue to use.
2. Click on Terms and Conditions and then click on “Create Profile”

You are now in the Document Center

To start your resume:

1. Click “Create New Resume”
2. Name your resume and click Start Resume
3. **Students** - Click on “**Browse Section Sets**” click continue. Default will bring you to “General w/o Related Experience.” **Alumni** – Click on “Browse Section Sets or Samples.”
4. Template will appear and you simply double click on Section Set to edit.
Examples are available for each section set.

Features

Spell Check

Format Header

Style Resume (12 Templates available)

Download to MS Word