Directions for Developing a Resume on Resume Builder

- 1. Go to app.humanesources.com and click on the SignUp link
- 2. Set up an account
- 3. Activate your account through the email message sent
- 4. Go back to humanesources and log in
- 5. Click on My Data Builder
- 6. Choose Start From Scratch
- 7. Enter your contact information and click Continue

1yData Builder				
I Contact Information	CONTACT INFORMATION How would you like employers to cont			
Work Experience	Full name *	act you.	Professional credentials	
Work Experience Review				
Education	Pronoun	*		
Education Review	Email *		Phone*	
Personal Skills	Preferred method of contact * Email	~	Location	
Technical Skills	Social link		Social link	
Language Competencies				
Professional Summary				
Finalize				

8. Enter your previous employment information

(10%)			
WORK EXPERIENCE			
NEW POSITION		a	
Position *			
<u></u>	Display name on resume		
Employer name *	Location *		
Is it your current job?	Start date *	End date *	
Responsibilities & Accomplishments			
Your responsibility *			
		+	
	ADD RESPONSIBILITY		
	ADD EXPERIENCE		
	WORK EXPERIENCE NEW POSITION New employs: Platten* Employer name * Is it your current job? Responsibilities & Accomplishments Your responsibility*	WORK EXPERIENCE New POSITION New employer Perform Display name on resume Employer name * Location * bit kyour current job? Start date * Responsibilities & Accomplishments Vour responsibility* ADD RESPONSIBILITY	WORK EXPERIENCE

- 9. In the Display Name content box enter the Position again
- 10. In the Responsibilities and Accomplishments section enter bullet points using the formula:

Action verb + Task +How or Why or Using What Skill	
--	--

MyData Builder	30%			
Contact Information	WORK EXPERIENCE			
Work Experience	A TATTOO DESIGNER		a	
Work Experience Review	Position * Tattoo Designer	Display name on resume * Tattoo Designer		
Re Education Review	Employer name * Chris Nunez	Location * New Hampshire		
Personal Skills	Is it your current job?	Start date* Feb 2020	End date* Aug 2023	
Christen Skills	Responsibilities & Accomplishments			
3 Language Competencies	Your responsibility * Tattoo designer			
Professional Summary	factor designer.		÷	
38 Finalize		ADD RESPONSIBILITY		
PREVIEW RESUME				
		ADD EXPERIENCE		
		ADD EXPERIENCE		
	BACK Contact Information		FINUE 🕣	

- 11. Continue to click on Add Experience until you have entered all of your work experience
- 12. Click on Continue to Education

AyData Builder	30%)	
Contact Information	EDUCATION	
Work Experience	NEW EDUCATION	
Work Experience Review	Type of education * V Institution name *	
Education	Location * Start date Grad date *	
Personal Skills	Degree/Program *	
Technical Skills	Fields of study	
Language Competencies		
) Professional Summary 9 Finalize PREVIEW RESUME	B I U E ≡ Notoional details: Use this space to expand upon your education experience by including details such as honors, awards, extracurricular activities, on-curricular activities, internships, study abroad programs, capstone projects and the like. We suggest you utilize the Examples button below as a prompt.	
	EXAMPLES	

13. Add your education information without entering a start date

MyData Builder	105				
Contact Information	EDUCATION				
Contact Information Work Experience	DOCTORAL DEGREE				
Work Experience	Southern Elines University Edwardsville Insect of education *	Intra tion name			-
Education	College/University ~	Southern Itling		Edwardsville	
Education Review	Edwardsville, Itlinois	Start date	=	Grad date* May 2023	0 8
Personal Skills	Degree/Program * Dectoral degree	Graduated			
	Fields of study				
	Candy				
Professional Summary	a r u ≔ ≔				
5 Finalize	utilisationalismi Use bits gapes to expand upon your education expe- extransmicular activities, concurricular activities, in the like. We suggest you utilize the Examples botton	ernships, study ab	ood program		
PREVIEW RESULTE.	EXJ	AMPLES			
MyData Builder	OBACK Wash Experimente Preven Copyright 5 2017-Inner of Survey Size All rights market: All Islamman are DOCTORAL DECREE	de arrounds of their respect	Educatio	NUE () in Review	
Contact Information	Southern Illinois University Ldwardsville				
Work Experience	ASSOCIATE'S DEGREE Southwestern Illinob College				Ū.
Nork Experience Review	Type of education *	Institution name Southwestern			
a Education	College/University			Goef dete *	1.41.47
Education Review	Belleville, Illinois	Start date		Aug 2017	0 8
Personal Skills	Degree/Program * Associate's degree	Graduated			
Technical Skills	Pre Candy Certification	1			
anguage Competencies	B I U E E	-			
Professional Summary	Additional details:				
	Use this space to expood upon your education expe- extracurncular activities, co curricular activities, ini	ternships, study ab	road progra	ras nonors, awa ms, capstone pro	as, jects and
Finalize	the like. We suggest you utilize the Examples butto	n below as a prom	7C		
P Finalize		n below as a prom AMPLES	ж. <u>-</u>		
	Ex		R		
	Ex	AMPLES	CONT	INUE @	

- 14. Do not add Personal Skills
- 15. Continue to Technical Skills and start typing your first technical skill completing it by choosing from the drop-down menu, then choose skill level by sliding scale

1yData Builder	60%	
I Contact Information	TECHNICAL SKILLS	
Work Experience	Tattoo Designer	
Work Experience Review	Skill * • • • • • • • • • • • • • • • • • •	lifferent position:
Education	Novice Intermediate Advanced Position	
Education Review		
Personal Skills	ADD SKILL C++	
Technical Skills >	Dassault Systemes CA	TIA
Language Competencies	Extensible markup lan	iguage XML
	Facebook	ausae HTML
Finalize	☐ Intuit QuickBooks	goagennoic
	JavaScript	
PREVIEW RESUME	Microsoft Office	
PREVIEW RESUME	Microsoft PowerPoint	
	Microsoft Word	•
	BACK CONTINUE	0

MyData Builder	60%)	
Contact Information	TECHNICAL SKILLS	
Work Experience Work Experience Review	Skill * Adobe Systems Adobe Creative Cloud	
B Education	Novice Intermediate Advanced Position	
Personal Skills	Skill* Adobe Systems Adobe Acrobat Adobe Systems Adobe Photoshop Image: Control of the systems Adobe After Effects	
🕽 Technical Skills 💦 📏	Adobe Systems Adobe Creative Cloud	
Language Competencies	Novice Intermediate Advanced Advanced Advanced Advanced	
Professional Summary	Adobe Systems Adobe Photoshop	
2 Finalize	ADD SKILL Autodesk 3D Studio Design	
	Autodesk AutoCAD	
PREVIEW RESUME	C#	
PREVIEW RESUME	C++	
	Dassault Systemes CATIA	

- 16. Click on Continue to Language Competencies, if you are a United States citizen who speaks a language or languages other than English enter only that language in first box and continue to add other languages/ If you are not a United States citizen and speak English along with other languages, enter English in the first box and continue to add any other languages necessary
- 17. Do not enter a Professional Summary

LANGUAGE COMPE	TENCIES	⊕ ö	
Language *	Notive language	+ a	
Language			
Novice	Intermediate	Advanced	
	ADD LANGUAGE		
		ADD LANGUAGE	ADD LANCUAGE

MyData Builder	80%	
Contact Information	PROFESSIONAL SUMMARY	
Work Experience	BIŲ Æ≡	
Work Experience Review	Describe your character traits, future ambitions, and how you can help the employer achieve their goals. Include any information on relevant achievements and try to keep it to 3 to 5 sentences	
🟟 Education	include any information on relevant achievements and try to keep it to 3 to 5 sentences	
🕫 Education Review		
🗩 Personal Skills		
🌣 Technical Skills		
Anguage Competencies		
Language Competencies		
Language Competencies Professional Summary		
Language Competencies Professional Summary		

18. Click on Add Custom Sections and depending on your experiences add all that apply and in this order:

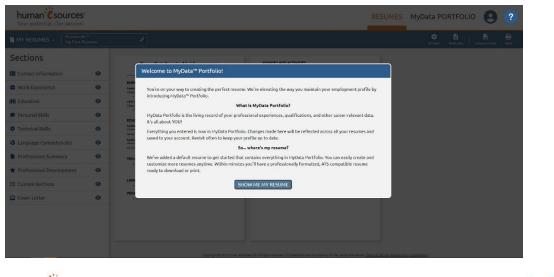
Academic Experience Relative Coursework Honors or Activities or Honors and Activities Volunteer Experience

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Work Experience	٥	Southern Hinor Southern Higgers Carby	VOLUNTEER EXPERIENCE	0	÷			
Education		Southweaters I Arronaum Angel Pre Candy Cant						
Personal Skills	8	EXPERIENC	ADD SECTION					
Technical Skills	0	Candy Land, Mr. Denily Builder & Wittingle						
Competencies	ø	Chris Nanaz, Ho Robio Desgrav - Tecnin r						
Professional Summary		HONORS AN						
🛊 Professional Development	0	Scholarshisa Cush (Kingan Stat Dearra Lata) Pres						
CoverLetter	0	C-gevitelig v De						
		RELEVANT-						
		DO HOT LINE M			_			
			UPDATE CLOSE					

19. Click Finalize

MyData Builder Contact Information Work Experience Work Experience Review Education Education Review Personal Skills Language Competencies Professional Summary Finalize Professional Summary Finalize Nummerson	FINALIZE As the final drep in MyData builder process, please and all programs you completed in the prodessional development devalue not included in the main data collection sections, p the hobbies, club or other sections that employers would	It section below. If you would like to add any further please use the curves meetion to add specific details If ind relevant on resumes.	
	PROFESSIONAL DEVELOPMENT B I V E PROFESSIONAL DEVELOPMENT B I V E Professional programs and professional and another interface of clocars was used or PMP Project Management Institute - Jan 2022 ✓ CUSTOM SECTIONS	It section below. If you would like to add any further please use the curves meetion to add specific details If ind relevant on resumes.	
Work Experience Review Education Education Review Personal Skills Professional Summary Finalize Freesview Instance Freesview Instance Freesview Instance	Ever Control Institution A I U	please use the custom section to add specific details If find relevant on resumes.	
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Personal Skills Technical Skills Language Competencies Professional Summary Finalize Professional Summary Finalize Security Instance	B I Y H E E Fater cortifications, training programs and professional matrixion names and i a cortificate or leasus was awa op MMP Project Management Institute - Jan 2002 ✓ CUSTOM SECTIONS CUSTOM SECTIONS CUSTOM SECTIONS	FINALIZE @	
	Enter certifications, training programs and professional institution names and 4 a certificate or leasus was awa og MMP Project Management Institute - Jan 2022 Custom Sections © EACK Professional Summary	FINALIZE @	
I Language Competencies Professional Summary Finalize PREVIEW RESURE	Institution names and if a cataflocate of locase was aver og IMM Project Management Institute - Jan 2022 Custom SECTIONS	FINALIZE @	
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Numan CSOurces" Your potential. Our passion.			
			80
MyData Builder		90%	
Contact Information	FINALIZE As the final step in MuDate builder program, places with all as	refer for al development, cartifications as to be	
Work Experience	As the final step in MyData builder process, please add all pr programs you completed in the professional development su details act included in the main data collection sections.	section below. If you would like to add any further	
Work Experience Review	details not included in the main data collection sections, ple like hobbies, club or other sections that employers would fin	ease use the custom section to add specific details nd relevant on resumes.	
a Education	✓ PROFESSIONAL DEVELOPMENT		
a Education Review			
Personal Skills	CUSTOM SECTIONS	Log C	
Technical Skills	Honors and Activities		
Language Competencies	BIU≡		
Professional Summary	Honor Society		
। Finalize	Scholarships Clubs/Organizations		
	Dean's List/President's List	*	
PREVIEW RESUME			
	Sitetion name * Volunteer Experience	ŵ	
	BACK	FINALIZE 🛞	
	Professional Summary Capyright 8 2023 Human esculies Ed. All rights reserved. All trademarks are the propert		
	Volunteer Experience		
MyData Builder			
Contact Information	B I U I I II II Details:*		
Work Experience	Event Date		
Work Experience Review	Organization Date/hours		
R Education			
B Education Review	Section name * Relevant Courses		a
Personal Skills			
Cechnical Skills	B I U I≡ Ⅲ Details:*		
3 Language Competencies	Up to six relevant course names-DO NOT	T WRITE ACRONYM/NUMBERS	
Professional Summary	Ex: Thermodynamics DO NOT USE: ME 300		
83 Finalize			
PREVIEW RESUME	Section name * Academic Experience		a
	B I U ≡ ≡ Details.*		
	Relevant Projects , Papers, Presentations Subject>your role>outcome	s, Publications	
	⊕ BACK	FINALIZE 🛞	

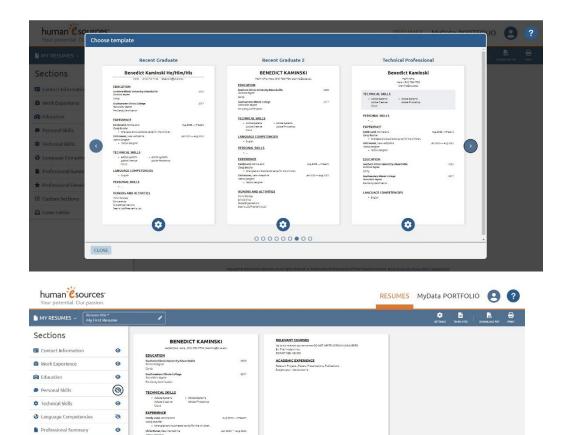
20. Click Show My Resume



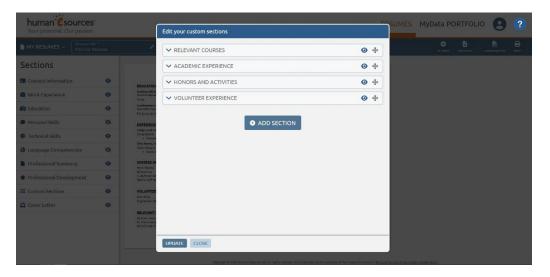


21. Click Choose Templates and Click on Recent Graduate 2

human eso	Choose template		DECUDIES - MUDAR DOI	ntrolio 🛛 🕄
MY RESUMES ~	Trade Professional	Default	Creative Professional	Constant of the
Sections Contact Informatio Work Experience Deducation Personal Skills Categoage Compete Defessional Summ Professional Summ Costom Sections Cover Letter	<section-header><section-header><section-header><section-header><section-header><text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></section-header></section-header></section-header></section-header></section-header>	<section-header><section-header><section-header></section-header></section-header></section-header>	<section-header><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></section-header>	
		Leaguaged & 2023 Human eSources (1): All rights reserved. All trademarks are the pro-	owity of these respective sectors instant leases distanting looks during	



- 22. Hover over Experience and use the Arrows icon to move the section under Education
- 23. Hover over Custom Setting and use arrows icon to move the block under Technical Skills



24. Click Update and Close

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★ Professional Develop
 I≡ Custom Sections

Cover Letter

MY RESUMES ~ Resume titl My First F		/			SETTINGS TEMPLATES DO	CANALOND FOR PRINT
Sections		BENEDICT KAMINSKI	VOLUNTEER EXPERIENCE	ſ		
Contact Information	0	He/Hm/His, Here, (615) 792-7736, Stamine Balaseda EDUCATION	Event Date Organization Date/hours			
Work Experience	0	Boundan From Southern Illisois University Edwardsville 2023 Doctoral lograe Candy	TECHNICAL SKILLS • Adobe Systems • Adobe Systems			
Education	0	Southeastern Illinois College 2017 Associate's degree Pre Candy Cettification	Adobe Oreative Adobe Photoshop Cloud			
🗭 Personal Skills	0	EXPERIENCE				
Technical Skills	0	Easily Land, Navion Lond Condy Butchar Non-glied and butchered candy for the children.				
Language Competencies	8	Chris Mannas, Nao Mangahine Jan 2020 — Aug 2023 Totoo Desgoer • Tactoo designer				
Professional Summary	0	RELEVANT COURSES				
🛊 Professional Development	0	Ex Thermedynamics DO NOT USE: ME 200 ACADEMIC EXPERIENCE				
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Cover Letter	0	HONORS AND ACTIVITIES Hone: Fackty Inhibit				
		Cube/Organizations Dearly Ling/President's List				

- 25. Download as a PDF using icon in upper right-hand corner
- 26. Upload to Cougar Jobline on the Career Development Center