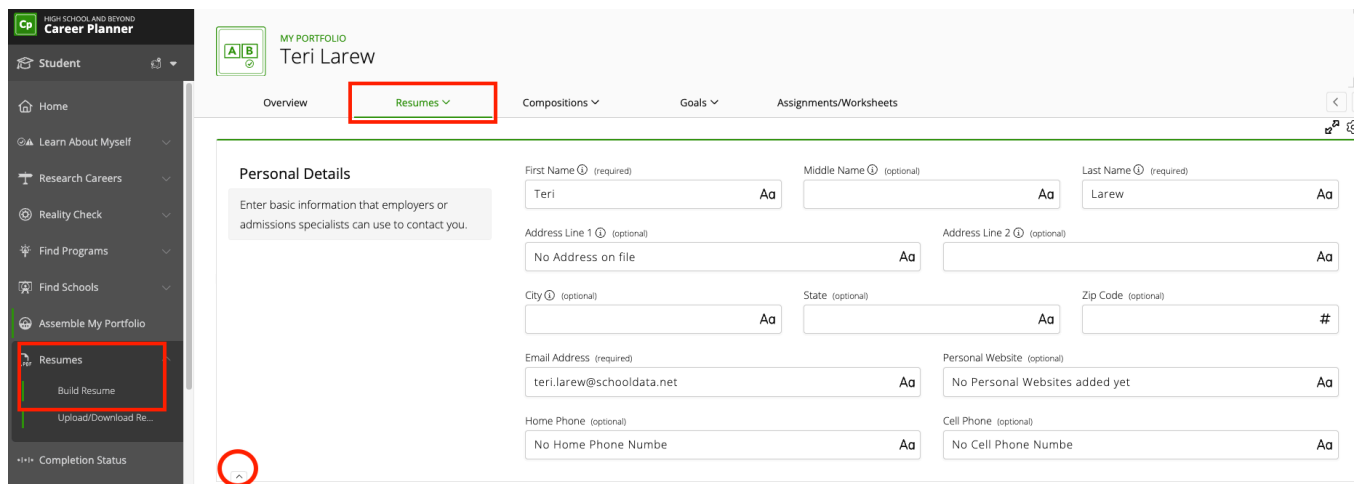


Build a Résumé CONNECT

There are two ways to fulfill the requirements for developing a resume. The **Resume Builder** guides you through creating a resume step by step. Or if you already have a **Resume**, you can **upload** it directly into the system.

1. Start under **Résumés** in the left navigation menu and choose **Build Résumé**.
2. Open each section by clicking the arrow to fill in your information.
3. In the **Personal Details section**, enter basic information that employers or admissions specialists can use to contact you. Though several areas are optional, you may be asked to provide additional information. (**Required: First and Last Name, and Email Address**)



4. In the **Objective section**, state the job or area you are applying for. Tailor your objective to the job for which you are applying. (e.g., To obtain a position in sales with a viable opportunity for advancement.)

Objective (optional) ⚙️

5. In the **Skills and Qualifications section**, state the unique skills and qualifications that relate to your objective and what you will bring to the job. This is where you want the employer to recognize the advantages of hiring you over another person. If you lack relevant experience, highlight the skills you have developed and acquired. (e.g., Works well as part of a team.)

Helpful Resources:

- <https://support.schooldata.net/hc/en-us/articles/43627112533907>
- <https://support.schooldata.net/hc/en-us/articles/16858706392851>

Skills (optional)

Qualifications (optional)

Adding Records

1. To Add Records, click the “**Add Record**” button in the top right to open a web form. A new pop-up window will appear, allowing you to fill in the required information. **Always start with the most recent first.**
2. Select **True** or **False** from the **Exclude from Resume Print** field. This is for when printing. For example, you may sometimes exclude information on particular resumes but use it in others. Marking **True** will prevent the information from being printed in your final resume. Marking **False** will allow it to be printed in the final resume.
3. Click the **Save** button in the top right to finish. A “**Validate**” button instead indicates that not all required fields have been completed. When the missing data is added, the button will change to save.
4. To **edit or delete** the data, click on the **Row Action Gear** to the right of the entry, then make your selection.

Work Experience Data Table (optional)

Experience	Organization Name	Duties	Date Started	Date Completed	Organization State	Exclude From R	Action
Teacher	Daycare		August 2024	Present			⚙️

Row Actions and Options

- ✎ Edit
- 🗑 Delete

- **Work Experience:** List your most recent work experience first, stating the dates you held the job, the position held, and the employer. Then give a brief description of the job duties. Focus more on accomplishments during your tenure rather than on the specific duties. Ensure your words are precise and that you have used action verbs.

Add Work Experience

Position (required)

Organization Name (required)

Experience Type (required)

(optional)

Exclude from Resume Print

True
 False

Start Date (required)

End Date (blank for present) (optional)

Optional Items

Duties (optional)

Hours per Week (optional)

Wages (optional)

Organization Description (optional)

Supervisor Contact (opt)

Organization Phone N... (opt)

Organization Email (opt)

Organization Website ... (opt)

Organization City (optional)

Organization State (opt)

Organization Zip Code (opt)

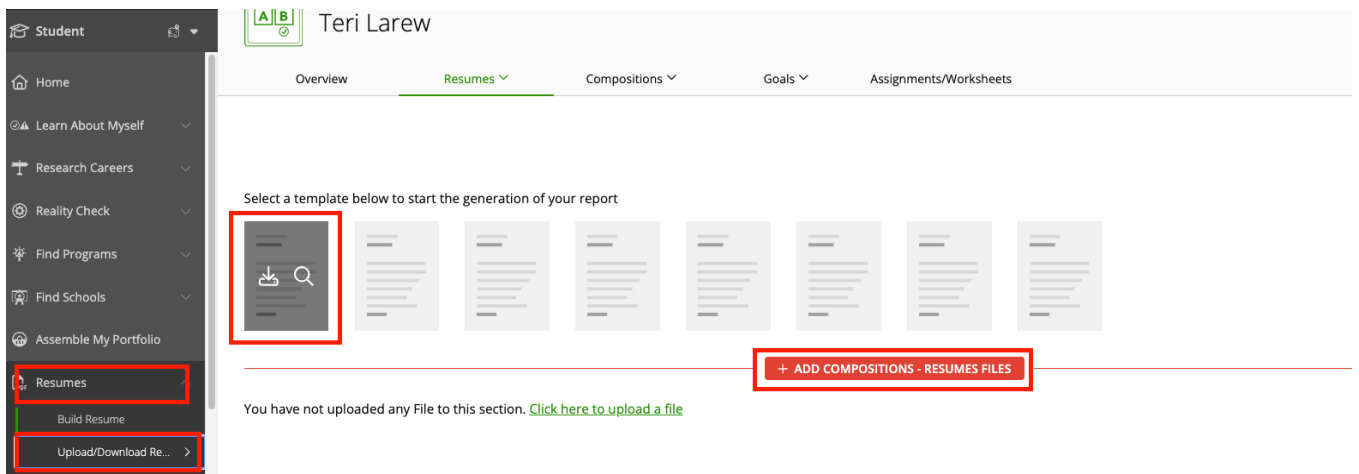
Comments (optional)

- **Education Experience:** List the Institution and start date. Optionally, list the program, certificate, or degree obtained, along with the end date.
 - If you have limited work experience and only have Education, list education before Work Experience in your resume.
 - If your highest level of education is high school, list your high school and the year you graduated or will graduate. (e.g., Starline High School, September 2020-June 2025)
 - Once you have taken college courses, it is not necessary to list your high school education.
 - If you have not completed a college degree, state Candidate for ___ (Degree, Discipline), College and the year you began the program. (e.g., Candidate for Bachelor of Computer Science, Information Systems, Washington State University, September 2020-present - leave blank)
 - When listing additional studies or multiple programs, arrange the entries in chronological order, with the most recent program listed first.
- **Volunteering Experience** can be listed similarly to work experience, or it can be included with Activities/Interests.

- **Activities Experience:** List special interests such as physical fitness, hobbies, sports, or leisure activities. If they do not seem relevant to the job, remove them. (Activity Name, Activity Type, Activity Position, Activity Award)
- **Honors Recognition:** State the name of the award, recognition type, the name of the institution presenting the award, and the award date.
- **Awards Recognition:** State the name of the award, recognition type, the name of the institution presenting the award, and the award date.
- **Scholarship Recognitions:** List the scholarship name, recognition type, scholarship amount, name of the institution presenting the award, and the scholarship date.
- **Other Recognitions:** Note any other recognition you've received, list the name of the award, recognition type, name of the institution presenting the award, and the award date.
- **References:** Please indicate the names, job titles, and contact information of individuals who are willing to serve as your references.

Upload/Download and Print a Résumé

1. Start under **Résumé** in the left navigation menu and choose **Upload/Download Résumé**.
2. Hover over the template options and click on the **magnifying glass** to preview. Close the preview after reviewing by clicking **Done**.
3. Hover over the chosen template and click the **Download** icon.
4. Alternatively, click the "**Add Compositions - Résumés Files**" button.



5. Click the **Uploaded File** field, click **Choose a File** to select the Résumé to upload, and click **Accept**.
 - **IMPORTANT:** Ensure that link sharing is enabled and "anyone with the link can view" is selected.
6. Fill in a **Label, Description, and Notes**.
7. The **Section** field will automatically fill.
8. Click **Save**.