



Résumé Builder®: Getting Started

The easiest way to build your first résumé.

Your passport to jobs.

A résumé is a concise summing up of your working life and educational history. It conveys your credentials for a job and helps an employer determine your ability and potential fit. An effective résumé stays current with your experience level and is essential to obtaining an interview, making it one of the most important tools you'll need in your career search.

College Central Network's Résumé Builder can help you build this vital document easily, quickly and effectively. It 1) provides a step-by-step guide to crafting your first résumé; 2) creates a PDF of the completed résumé; and 3) automatically inserts it into your CCN student or alumni account. With that, you can immediately start applying for jobs!

PLUS, with your digital CCN Career Portfolio and online résumé in the same secure place, you can upload and include a cover letter and forward a complete package to an employer. Anytime, and from anywhere. No one else offers this flexibility, convenience, and privacy. How great is that?

Pre-boarding instructions.

While a résumé is a job search must, consider the following before you begin building your first one.

You will need an uploaded résumé in CCN to apply for jobs. CCN's Résumé Builder is one of two options available to you. You may also choose to create a completely customized résumé in Word or PDF format and upload it into your User account. Check with your career or employment center if you are unsure which choice is best for you. Some career or employment centers require that résumés be created in a specific format (generally Microsoft Word®), reviewed, and authorized by them *before* their students or recent graduates may upload their résumés and search their school's exclusive jobs database.

Also, some specific majors, particularly those in the creative fields, may be more suited to a customized Word or PDF format résumé. Either way, an effective résumé is your job search travel ticket.

Takeoff!

It's easy with Résumé Builder! Simply login, go to "Manage My Résumé," and choose "Build a Résumé"; select Chronological or Functional format (see: "Résumés: The Basics"); complete the fields; preview and save to PDF. That's it! Your newly completed résumé is now saved directly in your user account for future updating, printing, and forwarding. Want to be even more professional and get ahead of other job seekers? Submit your cover letter and digital career portfolio with your résumé online! One email will enable employers to review your qualifications and claims, plus the samples and artifacts that substantiate them.

Enjoy these great advantages, and more:

- **One central system.** Keep it together. Literally! Plus, your emails won't be flagged as spam, and no attachments are needed to delay employer viewing.
- **Convenience.** Easy access, easy delivery. Anytime, and from anywhere.
- **Perfect résumés.** Avoid cut-and-paste html that can pick up invisible code and result in unreadable documents.
- **In-flight tracking.** Follow the delivery, viewing, submission, and referral of your résumé, when and by whom. Cool!
- **Keep it for life.** Edit, update, and keep your résumé active indefinitely. Simply update your résumé every 18 months.

Easy transition. Build as a student, then rotate the contents right into an Alumni Central account when you graduate.

Privacy and security. Your CCN account is free, but we don't freely share your private info. Your data is safe with us.

A solid, well-maintained online résumé can result in a less bumpy job search. Make "Interview" your next destination stop, and have a good flight!



i n a nutshell:

Résumé Builder makes it easy to build, deliver, and maintain your most important job search document:

- **Step-by-step instructions to build and submit perfect résumés**
- **Option to submit résumé together with cover letter and digital career portfolio**
- **Comprehensive tracking**
- **Multiple résumé capabilities**
- **Online privacy and security**
- **Type it once, keep it for life**

Employers nationwide know CollegeCentral.com, so take advantage of our tools. You're in good company!