

## **RESUME BUILDER GUIDE – RESUMES, Cover Letters, Thank You Letters, Reference Document**

**BEGIN BY LOGGING IN TO RUNNERLINK-** To use resume builder you must register with “RunnerLink”. Visit the Career Development web site at [www.csub.edu/cdc](http://www.csub.edu/cdc) and click on “RunnerLink”.

**GETTING TO RESUME BUILDER-** Once logged into RunnerLink, **Click the “DOCUMENTS”** tab and click on **“Resume Builder.”** Click, **“Create New Resume.”** This action will take you to **GETTING STARTED.**

*(Please Note: You can also create Cover Letters, Thank You Letters and a Reference Page from the Resume Builder starting point. Click, “Create New Cover Letter” to access these documents.)*

### **THE FIVE STEPS IN RESUME BUILDER-**

**1. GETTING STARTED-** You must first **Label Your Document** (e.g., “Resume” or “Case Worker Resume”). Your address and contact information is populated from your RunnerLink profile. Be sure your contact information is correct and current. **Click “Save and Continue.”**

### **2. CUSTOMIZE YOUR SECTIONS-**

**First, Choose A Template-** The templates are designed based on amount of experience, (e.g., minimal experience, significant experience, etc.). Graduate School and Teaching templates are also available. **Click “View Sample”** and then select a template that works for you.

**Next, “Customize Your Resume Sections/Headings”.** You have the option to “add” or “delete” sections and to rearrange the order of your sections using the up or down arrows. You can also “change your template” if you wish. Once you have selected your sections/headings, **Click “Save and Continue.”**

**3. CREATE CONTENT- (Resume Sections/Headings)** Resume writing begins with the Objective Statement. The sections/resume headings, (e.g., Objective, Education, etc.) will be displayed on the left side of the screen. All sections are marked with an X until completed. A check mark will appear next to the section when complete.

**Objective-** When writing your Objective Statement, you may click on **“examples”** in the tool bar to view several suggestions. (Please create your own unique statement.) Once you have completed the objective, **Click “Continue to the Next Section.”**

**Education** – This section allows you to list the colleges and universities you have attended. There is no need to list high school. Complete the fields related to your college / university attendance.

**\*\*If you add more than one school,** you will find an option to add additional education. **Click “Add Additional Education.”** Please note, the system will return you to the Objective Statement. Look to the left of the page, you will see “New Education” beneath the Education section. **Click “New Education”** to add another school. Scroll down the page to find the fields to add the additional school. **Click “Continue to the Next Section.”**

**Experience-** When writing your descriptive statements for your experience, you may **Click on “examples”** in the tool bar and view more suggestions. (Please create your own unique statements.) The examples follow CSUB’s Evidence Based Resume Development method. For more information about CSUB’s resume method visit [http://www.csub.edu/cdc/students/who\\_method.shtml](http://www.csub.edu/cdc/students/who_method.shtml)

Complete the fields for each job / relevant volunteer experience. **Click “Add Additional Experience”** to continue listing your experiences. After you have entered all fields, **Click “Continue to the Next Section.”**

**Honors / Activities-** Add all relevant honors and activities. Please review **“examples”** for suggestions on how to list your honors and activities. Once complete, **Click “Save and Continue.”**

**4. STYLE-** On the **Left will be a partial view of your resume** and on the **Right are options for font, size, style, margins, and line thickness.** You can edit and preview your resume using these settings.

**5. SAVE / ACTIVATE -** Once you complete the style section, **Click “Save”** to save your resume in Resume Builder for further editing, **OR if complete - Click “Save/Activate”** to add your resume to RunnerLink’s Resume Database for review by a career counselor or class instructor.