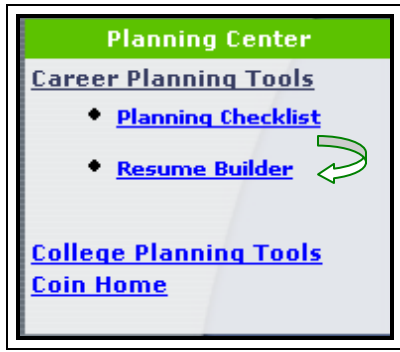# COIN Career Library

Planning Center - Resume Builder

The Resume Builder helps you create a resume with the following sections:

- **Personal Information**

- **Career Objective** – Use the Career Objective tab to describe your job goals.
- **Skills** – Use the Skills tab to list the skills you have that are useful for the job you are targeting. You can enter up to ten skills.
- **Work History** – Use the Work History tab to list your work history. You can enter up to five jobs.
- **Education** – Use the Education tab to list your degrees and certificates. You can enter up to five items.
- **Achievements** – Use the Achievements tab to list honors, awards, associations, etc. You can enter up to five items.
- **References** – Use the References tab to list the people who will act as your personal or professional references. You can list up to five individuals.

Note:

- Online Help is available for each section, and offers tips and "best practice" information to assist you as you write your resume.

Building Your Resume – Basic Steps

1. Click the **Planning Center** tab and then click the **Career Planning Tools** option on the Planning Center menu.

2. Click the **Resume Builder** link.

3. Enter or update your personal information.

4. Using the Next Screen button, enter or update information into the different resume sections including; career objective, skills, work history, education, achievements, and references.

5. View and either print your resume, or save it as a text file.

To Edit a Resume

1. Scroll down to see the resume you have built.   If you wish to make any changes, use the back button on your browser to go back to the section you want to change.

2. If you make changes to a section, click "Next Screen" for your changes to take affect.   **Note:** If you make changes to a section you will have to reenter the data for the sections that follow it.

To View and Print a Resume

1. Click the **Printable Format** button to bring the document up in a format that you can view and print.

2. **Use the print button in your browser to print the screen displaying your resume.**
   If you wish a "polished" resume suitable for sending to a potential employer, see the information under "Saving your resume as a text file."

Save a Formatted Resume

1. Click the "Save as Text" button below.   You will be sent to a new page where there is a link to the text file you created.

2. Follow the instructions on that page and download the text file immediately, as those files are periodically deleted off the server.

3. To create a professional looking resume we strongly suggest that you save your resume to a text file and then open it in any word processor.   This will allow you to reformat it and personalize it according to your own preferences. This will also allow you to print the resume without the "extraneous headers and footers" that the browser adds to the resume when you print if from inside the browser.