

Create a Resume

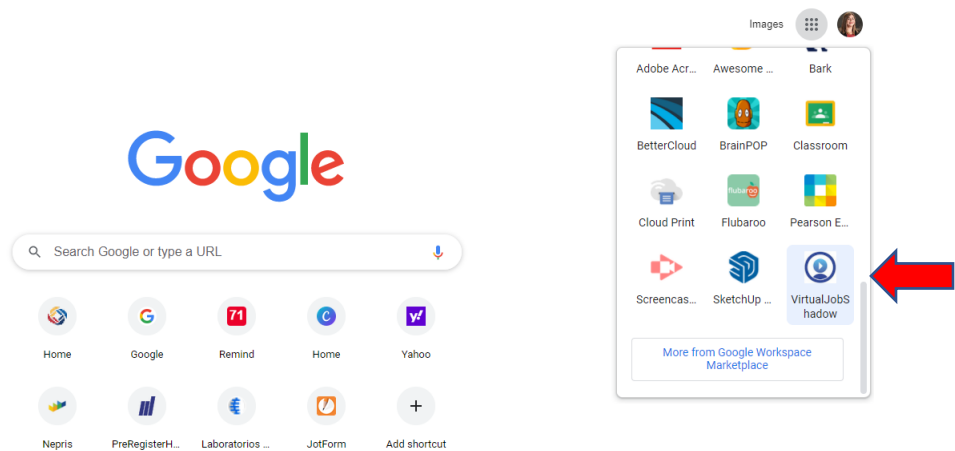
Last Modified on 03/08/2021 12:12 pm EST

The Resume Builder assists users in creating a resume. Resumes can be edited as needed. Resumes can also be downloaded as a PDF or Word document.

STEP 1: GO TO GOOGLE

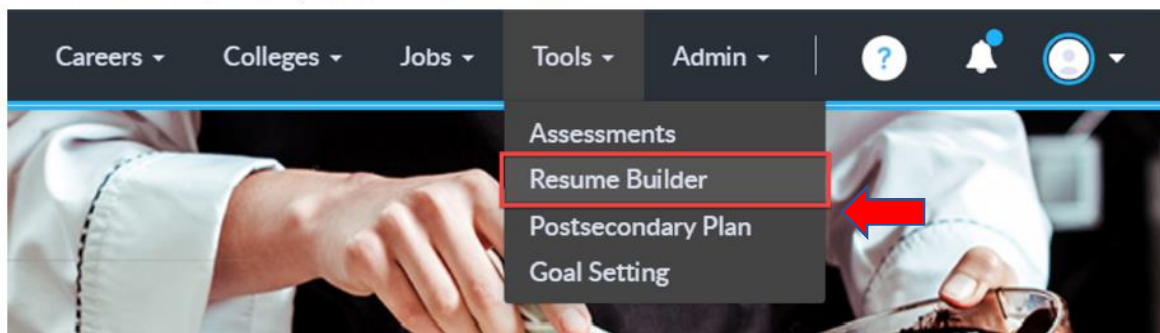
STEP 2: Log in with your SHARYLAND ISD CREDENTIALS

STEP 3: FIND THE ICON for "VIRTUAL JOB SHADOW" click on THE ICON



STEP 4: At the TOP of the page find TOOLS > then CLICK > RESUME BUILDER

From the **Tools** drop-down menu, select **Resume Builder**.



STEP 5: CLICK NEW RESUME to begin

The screenshot shows the virtualjobshadow website interface. At the top is a navigation bar with links for Careers, Colleges, Jobs, Tools, and Admin. Below this is a 'TOOLS' sidebar on the left with options: Assessments, Resume Builder (selected), Postsecondary Plan, and Goal Setting. The main content area has a heading 'RESUME BUILDER' and a subheading 'Click "New Resume" to begin. Click on the question marks for helpful tips. Once complete, save your resume and hit the download button to export to your computer. Then, customize the look and feel with your favorite word processing software.' To the right of this text is a large graphic with a blue background and white icons. A red arrow points to a blue button labeled 'NEW RESUME' within this graphic.

STEP 6: FILL OUT YOUR INFORMATION

1. GENERAL INFORMATION

Resume Name: * ⓘ
Rocio Montemayor Resume March 26, 2021

First Name: * ⓘ
Rocio

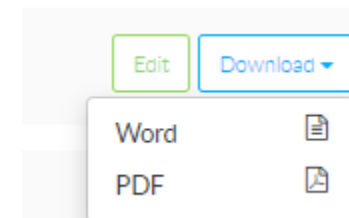
Last Name: * ⓘ
Montemayor

Middle Name: ⓘ

STEP 7: ALSO FILL OUT THE FOLLOWING

- OBJECTIVE
- EDUCATION
- WORK EXPERIENCE
- ADITIONAL INFO
 - Achievements
 - Volunteer Experience
 - Interest/Activities
 - Skills
 - References

STEP 8: SAVE YOUR RESUME AND DOWNLOAD (WORD OR PDF)



CONGRATULATIONS YOUR RESUME IS READY!

Mrs. Rocio Montemayor CTE Counselor SHS