

# WEJOBS PORTAL TUTORIAL: RESUME BUILDER

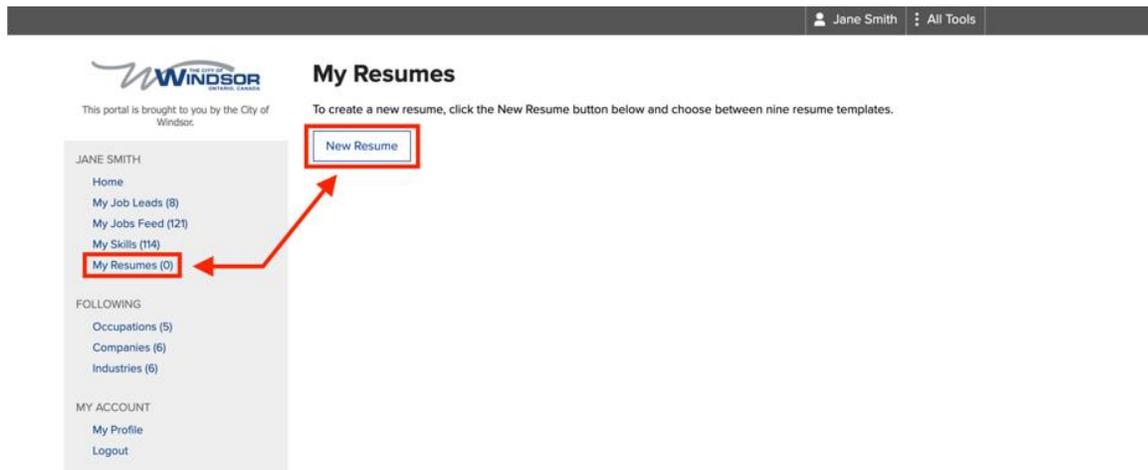
## INTRODUCTION

Writing your resume can be a daunting task, but our Resume Builder makes creating a professional quality resume quick and easy. Choose from nine different templates to suit your style and career aspirations.

## CREATING YOUR FIRST RESUME

In your profile, select [My Resumes](#) from the left side menu. This will bring you to a list of your resumes you've previously created. Since this is your first resume, you'll want to click on the "New Resume" button.

Clicking on New Resume opens the Resume Builder.



Title your resume with something that will help you identify what the resume is for. From there, select from one of the nine available templates:

Save & Preview

Title \*

Jane Smith - Retail

- Templates
- Profile
- Skills
- Work Experience
- Volunteer Experience
- Education & Training
- Awards
- Additional Languages
- References

Templates

Template 1

Template 2

Template 3

Template 4

Template 5

Template 6

DWIGHT K. SCHRUTE III  
PAPER SALESMAN  
dschrute@schrutefarms.com • (570) 555-1212 • Scranton, PA

**EXPERIENCE**

**Dunder Mifflin** Regional Manager  
Scranton, PA  
Mar 2011 | Present

- Maintained the highest sales average, despite the weak economy and obsolete product.
- Managed, inspired, and protected the Scranton branch from criminals and raccoons.
- Led the office to obtain immeasurable success and glory

**Dunder Mifflin** Assistant (to the) Regional Manager *This is a long word. Here it is another.*  
Scranton, PA  
Mar 2008 | Mar 2013

- Closed more sales with revenues totaling more profit than any other employee - past, present, and future (projected).
- Served as self-appointed enforcer of The Rules (policies and procedures manual).
- Instituted "Schrute Bucks" reward system, immeasurably raising office morale.

**Staples** Sale's Associate  
Scranton, PA  
Mar 2008 | Mar 2008

- Became the top salesman of the store within a one-month timespan.
- Made a record-high sales figure despite having an unfunny boss.
- Provided extraordinary and exceptional custom service to the masses.

**Dunder Mifflin** Assistant (to the) Regional Manager  
Scranton, PA  
Mar 2005 | Mar 2008

- Acted as Regional Manager's eyes, ears, and right hand, overseeing and reporting on employee conduct, productivity, and arrival/departure times.
- Provided services to the office such as martial arts and surveillance.

## PROFILE:

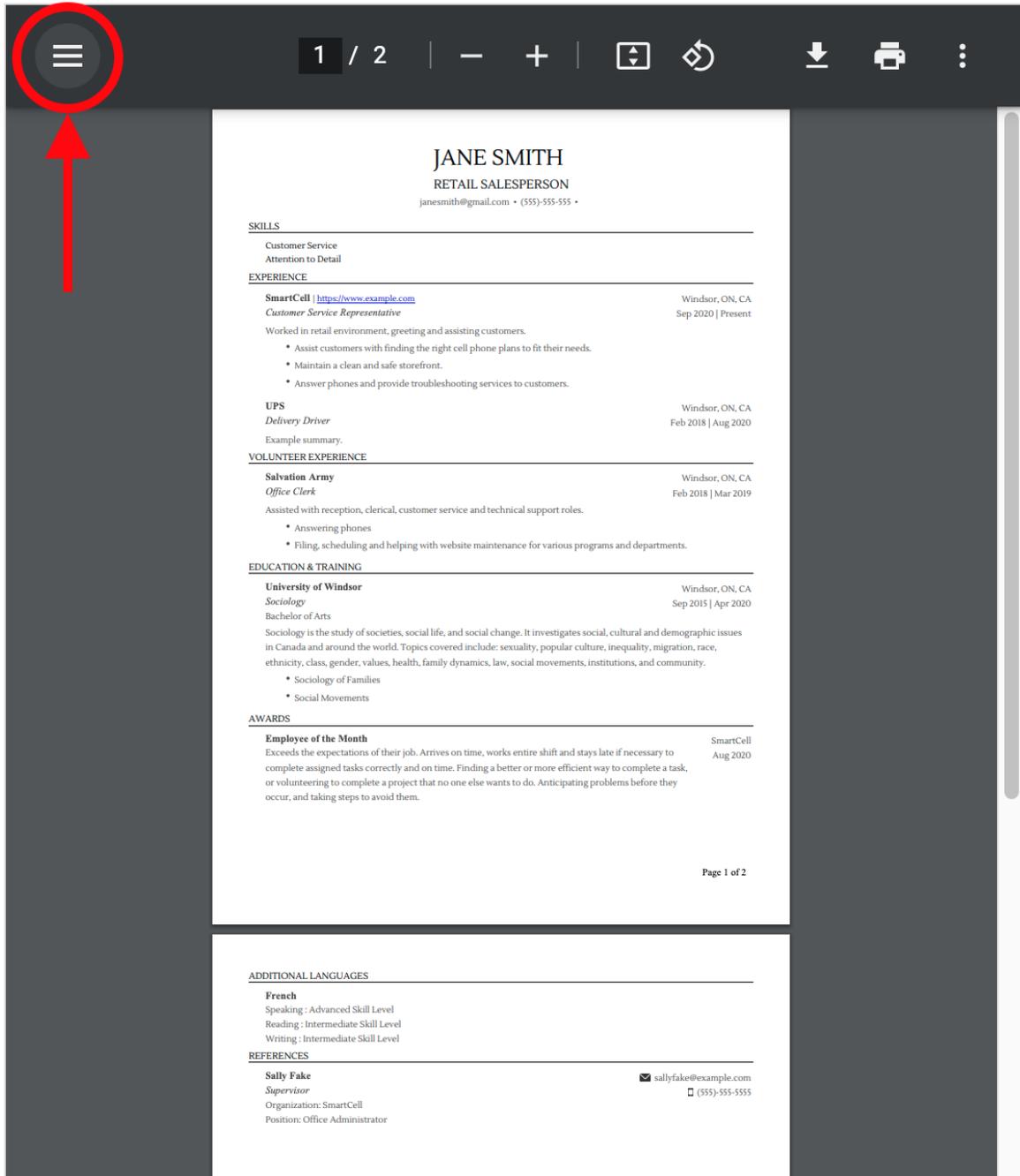
Fill in your information under the Profile tab. In Profile, there is an option to add either an Objective, Summary, Profile, or Personal Statement, should you wish to include one. Although not required on a resume, there is an option to add your social media platforms. The only required field in Profile is your Full Name.

The screenshot shows the 'Profile' tab selected in a resume builder. The 'Title' field contains 'Jane Smith - Retail'. Below the tabs, the 'Profile' section is highlighted with a red border and contains the following fields: 'Full Name \*' (Jane Smith), 'Profession' (Retail Salesperson), 'NOC' ([6421] Retail salespe... x), 'Email' (janesmith@gmail.com), 'Phone Number' ((555)-555-555), 'Website' (e.g. https://mysite.com), 'Heading Statement' (Label: Objective), and 'Statement'.

At any time after you enter your Full Name on your resume, you can select the “Save & Preview” button. This will save your work and display a preview of your resume to the right side of your work. When your resume is successfully saved, you will see a green bar indicating this.

The screenshot shows the resume builder interface with a green bar at the top indicating 'Resume Saved'. The 'Save & Preview' button is highlighted with a red box and an arrow pointing to a preview window on the right. The preview window shows a resume for Jane Smith with the following information: Title: Jane Smith - Retail, Profession: Retail Salesperson, NOC: [6421] Retail salespe... x, Email: janesmith@gmail.com, Phone Number: (555)-555-555, Website: e.g. https://mysite.com, and Heading Statement: Objective.

You can use the three lines at the top left corner of the preview window to toggle between two different views:



The screenshot shows a resume preview window with a dark header bar. In the top left corner, a hamburger menu icon (three horizontal lines) is circled in red, with a red arrow pointing to it. The header bar also contains a page indicator '1 / 2', zoom in (+) and zoom out (-) icons, a refresh icon, a download icon, a print icon, and a vertical ellipsis menu icon. The main content area displays a resume for Jane Smith, a Retail Salesperson. The resume is divided into several sections: Skills, Experience, Volunteer Experience, Education & Training, Awards, Additional Languages, and References. The resume content is as follows:

**JANE SMITH**  
RETAIL SALESPERSON  
janesmith@gmail.com • (555)-555-555 •

**SKILLS**  
Customer Service  
Attention to Detail

**EXPERIENCE**

**SmartCell** | <https://www.example.com> Windsor, ON, CA  
Customer Service Representative  
Sep 2020 | Present  
Worked in retail environment, greeting and assisting customers.  
• Assist customers with finding the right cell phone plans to fit their needs.  
• Maintain a clean and safe storefront.  
• Answer phones and provide troubleshooting services to customers.

**UPS** Windsor, ON, CA  
Delivery Driver Feb 2018 | Aug 2020  
Example summary.

**VOLUNTEER EXPERIENCE**

**Salvation Army** Windsor, ON, CA  
Office Clerk Feb 2018 | Mar 2019  
Assisted with reception, clerical, customer service and technical support roles.  
• Answering phones  
• Filing, scheduling and helping with website maintenance for various programs and departments.

**EDUCATION & TRAINING**

**University of Windsor** Windsor, ON, CA  
Sociology Sep 2015 | Apr 2020  
Bachelor of Arts  
Sociology is the study of societies, social life, and social change. It investigates social, cultural and demographic issues in Canada and around the world. Topics covered include: sexuality, popular culture, inequality, migration, race, ethnicity, class, gender, values, health, family dynamics, law, social movements, institutions, and community.  
• Sociology of Families  
• Social Movements

**AWARDS**

**Employee of the Month** SmartCell  
Aug 2020  
Exceeds the expectations of their job. Arrives on time, works entire shift and stays late if necessary to complete assigned tasks correctly and on time. Finding a better or more efficient way to complete a task, or volunteering to complete a project that no one else wants to do. Anticipating problems before they occur, and taking steps to avoid them.

Page 1 of 2

**ADDITIONAL LANGUAGES**

**French**  
Speaking : Advanced Skill Level  
Reading : Intermediate Skill Level  
Writing : Intermediate Skill Level

**REFERENCES**

**Sally Fake** sallyfake@example.com  
Supervisor (555)-555-5555  
Organization: SmartCell  
Position: Office Administrator

**1 / 2** | - + | [Icons: Zoom, Rotate, Download, Print, Settings]

**JANE SMITH**  
**RETAIL SALESPERSON**  
 janesmith@gmail.com • (555)-555-555 •

**SKILLS**

- Customer Service
- Attention to Detail

**EXPERIENCE**

**SmartCell** | <https://www.example.com>  
*Customer Service Representative*

Worked in retail environment, greeting and assisting customers.

- Assist customers with finding the right cell phone plans to fit their needs.
- Maintain a clean and safe storefront.
- Answer phones and provide troubleshooting services to customers.

**UPS**  
*Delivery Driver*

Example summary.

**VOLUNTEER EXPERIENCE**

**Salvation Army**  
*Office Clerk*

Assisted with reception, clerical, customer service and technical support roles.

- Answering phones
- Filing, scheduling and helping with website maintenance for various programs and departments.

**EDUCATION & TRAINING**

**University of Windsor**  
*Sociology*  
 Bachelor of Arts

Sociology is the study of societies, social life, and social change. It investigates social, cultural and human behavior in Canada and around the world. Topics covered include: sexuality, popular culture, inequality, class, ethnicity, class, gender, values, health, family dynamics, law, social movements, institutions, and social structures.

- Sociology of Families
- Social Movements

**AWARDS**

**Employee of the Month**

Exceeds the expectations of their job. Arrives on time, works entire shift and stays late if necessary to complete assigned tasks correctly and on time. Finding a better or more efficient way to complete tasks or volunteering to complete a project that no one else wants to do. Anticipating problems before they occur, and taking steps to avoid them.

**ADDITIONAL LANGUAGES**

**French**

- Speaking : Advanced Skill Level
- Reading : Intermediate Skill Level
- Writing : Intermediate Skill Level

**REFERENCES**

**Sally Fake**   
*Supervisor*  
 Organization: SmartCell  
 Position: Office Administrator

## SKILLS:

To add skills to your resume, click Add Skill. This will bring up a box to name a skill as well as add details about that skill. This section is optional. If you would like to add more skills, click “Add Skill” or click on the plus symbol. If you would like to remove skills, click on the minus symbol.

Include skills reflective of those you've added earlier to your skills library and those seen as a great match for the job you are applying for and are listed in that job posting.

The screenshot shows the resume builder interface. At the top, there are three buttons: "Set as Primary", "Save & Preview", and "Preview/Download Resume". Below these is a "Title" field containing "Jane Smith - Retail". A navigation bar includes "Templates", "Profile", "Skills" (highlighted with a red box), "Work Experience", "Volunteer Experience", "Education & Training", "Awards", "Additional Languages", and "References". Below the navigation bar is a "Customize" button. The "Skills" section is highlighted with a red border and contains two skill entries:

Skill Name *	Skill Details
1 Customer Service	Add Detail
2 Attention to Detail	Add Detail

At the bottom right of the Skills section, there is an "Add Skill" button highlighted with a red arrow. Below the Skills section, there are three buttons: "Set as Primary", "Save & Preview", and "Preview/Download Resume".

You can move your skills around and re-order them. Simply hover over the number on the left of your Skill and drag to where you would like it to appear.

The screenshot shows the resume builder interface. At the top, there are three buttons: "Set as Primary", "Save & Preview", and "Preview/Download Resume". Below these is a "Title" field containing "Jane Smith - Retail". A navigation bar includes "Templates", "Profile", "Skills" (highlighted with a red box), "Work Experience", "Volunteer Experience", "Education & Training", "Awards", "Additional Languages", and "References". Below the navigation bar is a "Customize" button. The "Skills" section is highlighted with a red border and contains two skill entries:

Skill Name *	Skill Details
1 Customer Service	Add Detail
2 Attention to Detail	Add Detail

At the bottom right of the Skills section, there is an "Add Skill" button highlighted with a red arrow. Below the Skills section, there are three buttons: "Set as Primary", "Save & Preview", and "Preview/Download Resume".

## WORK EXPERIENCE:

Here you can enter your Work Experience. The Company Name and Job Title fields are mandatory. Depending on your preferences, you can include the company's website and various location details.

Set as Primary Save & Preview Preview/Download Resume

**Title \***  
Jane Smith - Retail

Templates Profile Skills **Work Experience** Volunteer Experience Education & Training Awards Additional Languages References  
Customize

**Work Experience**

**Company Name \***  
SmartCell

**Job Title \***  
Customer Service Representative

**Company Website**  
<https://www.example.com>

**Summary**  
Worked in retail environment, greeting and assisting customers.

You can add a Summary of your job and/or list your Responsibilities. To list your Responsibilities, click “Add Responsibility”. Just like with the Skills section, you can add or remove Responsibilities as well as move them around by hovering your mouse over the number and dragging to re-order.

**Summary**  
Worked in retail environment, greeting and assisting customers.

**Responsibilities**

- 1 \* Assist customers with finding the right cell phone plans to fit their needs.
- 2 \* Maintain a clean and safe storefront.
- 3 \* Answer phones and provide troubleshooting services to customers.

**Add Responsibility**

At the end of your individual Work Experiences, you can add your start and end date (if applicable) as well as indicate if this is your current position by clicking the button. If you check “Yes” to “Is this your current position?”, the option to add an end date will be removed.

Under the date, there is an option to “Add Experience”. Click on this to add more Work Experience to your resume and fill out as you have above.

**Add Responsibility**

**Location**

**City**  
Windsor

**Province / State**  
ON

**Country**  
CA

**Date**

Is this your current position?  
 Yes

**Start month**  
September

**Start year**  
2020

**Add Experience**

If you need to rearrange your Work History, hover over the number on the left side. A circle with an arrow will appear at the top of the box the number appears in. Clicking on this will collapse the information.

**Set as Primary** **Save & Preview** **Preview/Download Resume**

**Title \***  
Jane Smith - Retail

**Templates** **Profile** **Skills** **Work Experience** **Volunteer Experience** **Education & Training** **Awards** **Additional Languages** **References**

**Customize**

**Work Experience**

**1** **Company Name \***  
SmartCell

**Job Title \***  
Customer Service Representative

**Company Website**  
https://www.example.com

**Summary**  
Worked in retail environment, greeting and assisting customers.

**Responsibilities**

1 **1** \* Assist customers with finding the right cell phone plans to fit their needs.

2 **2** \* Maintain a clean and safe storefront.

Once the information is collapsed, you can easily re-order as needed. You can also use the minus symbol to remove a Work Experience.

Set as Primary Save & Preview Preview/Download Resume

Title \*  
Jane Smith - Retail

Templates Profile Skills **Work Experience** Volunteer Experience Education & Training Awards Additional Languages References  
Customize

**Work Experience**

1 Company Name \*  
SmartCell

2 Company Name \*  
UPS

Add Experience

Set as Primary Save & Preview Preview/Download Resume

## VOLUNTEER EXPERIENCE:

Entering Volunteer Experience works similarly to how you entered your Work Experience. To add Volunteer Experience, click “Add Experience”. From here, you can enter in all your details and indicate if you are currently volunteering at this position.

Set as Primary Save & Preview Preview/Download Resume

Title \*  
Jane Smith - Retail

Templates Profile Skills Work Experience **Volunteer Experience** Education & Training Awards Additional Languages References Customize

**Volunteer Experience**

Organization \*  
e.g. Pet Shelter

Position \*  
e.g. Office Administrator

Company Website  
e.g. https://windsorhumane.org

Summary  
Description...

Responsibilities

Location

City Province / State Country  
e.g. Windsor e.g. ON e.g. CA

Date

Is this your current position?  
 No

Start month Start year End month End year  
e.g. 2020 e.g. 2020

Add Responsibility

Add Experience

## EDUCATION & TRAINING:

Education & Training works much like the previous two sections. Here, you can enter any education and training you have had. If you wish, you can add in Courses under each Education & Training section.

The screenshot shows the 'Education & Training' section of a resume builder. At the top, there are three buttons: 'Set as Primary', 'Save & Preview', and 'Preview/Download Resume'. Below these is a 'Title' field with the text 'Jane Smith - Retail'. A navigation bar contains tabs for 'Templates', 'Profile', 'Skills', 'Work Experience', 'Volunteer Experience', 'Education & Training' (highlighted with a red box and an arrow), 'Awards', 'Additional Languages', 'References', and 'Customize'. The 'Education & Training' section includes fields for 'Institution' (e.g. University of Windsor), 'Field of Study' (e.g. Electrical and Computer Engineering), and 'Degree, Diploma or Certificate' (e.g. Bachelor of Applied Science in Electrical Engineering). There is a 'Summary' text area. Below this is a 'Courses' section with an 'Add Course' button (highlighted with a red box and arrow). The 'Location' section has fields for 'City' (e.g. Windsor), 'Province / State' (e.g. ON), and 'Country' (e.g. CA). The 'Date' section includes a checkbox for 'Is this your current position?' (set to 'No'), and dropdowns for 'Start month', 'Start year' (e.g. 2020), 'End month', and 'End year' (e.g. 2020). At the bottom right, there is an 'Add Experience' button (highlighted with a red box and arrow).

## AWARDS:

If you have any awards you would like to include on your resume, there is the option to “Add Award”. This works much like the previous sections in terms of data entry and re-ordering your information.

The screenshot shows the 'Awards' section of a resume builder. At the top, there are three buttons: 'Set as Primary', 'Save & Preview', and 'Preview/Download Resume'. Below these is a 'Title' field with the text 'Jane Smith - Retail'. A navigation bar contains tabs for 'Templates', 'Profile', 'Skills', 'Work Experience', 'Volunteer Experience', 'Education & Training', 'Awards' (highlighted with a red box and an arrow), 'Additional Languages', 'References', and 'Customize'. The 'Awards' section includes fields for 'Award Name' (e.g. Nobel Peace Prize), 'Awarding Organization' (e.g. The Norwegian Nobel Committee), and a 'Summary' text area. Below this is a 'Date Received' section with dropdowns for 'Month' and 'Year' (e.g. 2020). At the bottom right, there is an 'Add Award' button (highlighted with a red box and arrow).

## LANGUAGE:

If you speak more than one language, it's a good idea to include this information on your resume. Under the Language section, you can click "Add Language".

From here, you can get more in-depth about how well you know other languages in terms of speaking, reading, and writing skill levels. Again, if you know multiple languages and have multiple entries here, you can hover your mouse over the number on the left side of the screen and drag to re-order.

The screenshot shows the 'Additional Languages' section of a resume builder. At the top, there are three buttons: 'Set as Primary', 'Save & Preview', and 'Preview/Download Resume'. Below these is a 'Title' field containing 'Jane Smith - Retail'. A navigation bar includes 'Templates', 'Profile', 'Skills', 'Work Experience', 'Volunteer Experience', 'Education & Training', 'Awards', 'Additional Languages', and 'References'. The 'Additional Languages' tab is selected and highlighted with a red box. Below the navigation bar, the 'Additional Languages' section is titled 'Additional Languages' and includes the instruction 'Select your level of skill in each area of communication.' There is a table with one row. The first column is 'Language \*' with the value 'e.g. French'. The second column is 'Skill Levels' and contains three sub-sections: 'Speaking Skill Level' with a dropdown set to 'Basic', 'Reading Skill Level' with a dropdown set to 'Basic', and 'Writing Skill Level' with a dropdown set to 'Basic'. A red arrow points from the 'Additional Languages' tab to the table. Another red arrow points from the 'Add Language' button at the bottom right of the table to the right.

## REFERENCES:

References are not required on a resume, but you may wish to include them. To add References, click "Add Reference".

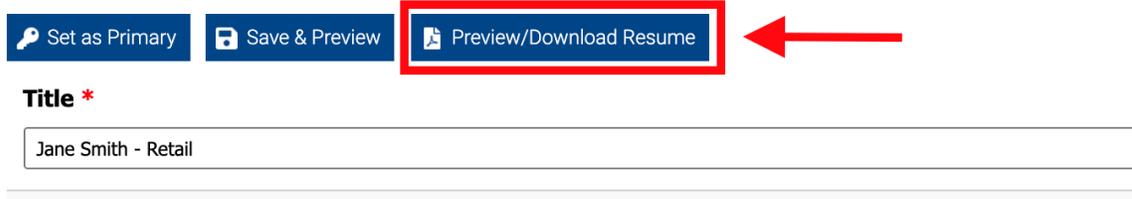
Once you add in your references and their contact information, you can re-order them as you have in previous sections by simply hovering your mouse over the number on the left side and dragging. This is especially helpful if you have a certain reference you'd like a potential employer to contact first.

The screenshot shows the 'References' section of a resume builder. At the top, there are three buttons: 'Set as Primary', 'Save & Preview', and 'Preview/Download Resume'. Below these is a 'Title' field containing 'Jane Smith - Retail'. A navigation bar includes 'Templates', 'Profile', 'Skills', 'Work Experience', 'Volunteer Experience', 'Education & Training', 'Awards', 'Additional Languages', 'References', and 'Customize'. The 'References' tab is selected and highlighted with a red box. Below the navigation bar, the 'References' section is titled 'References' and includes a table with one row. The first column is 'Name' with the value 'e.g. John Smith'. The second column is 'Relationship' with the value 'e.g. Friend, Teacher, Co-worker, Supervisor/Manager, etc.'. The third column is 'Organization' with the value 'e.g. Pet Shelter'. The fourth column is 'Position' with the value 'e.g. Office Administrator'. The fifth column is 'Phone' with the value 'e.g. (555) 123-4567'. The sixth column is 'Email' with the value 'e.g. johnsmith@gmail.com'. A red arrow points from the 'References' tab to the table. Another red arrow points from the 'Add Reference' button at the bottom right of the table to the right.

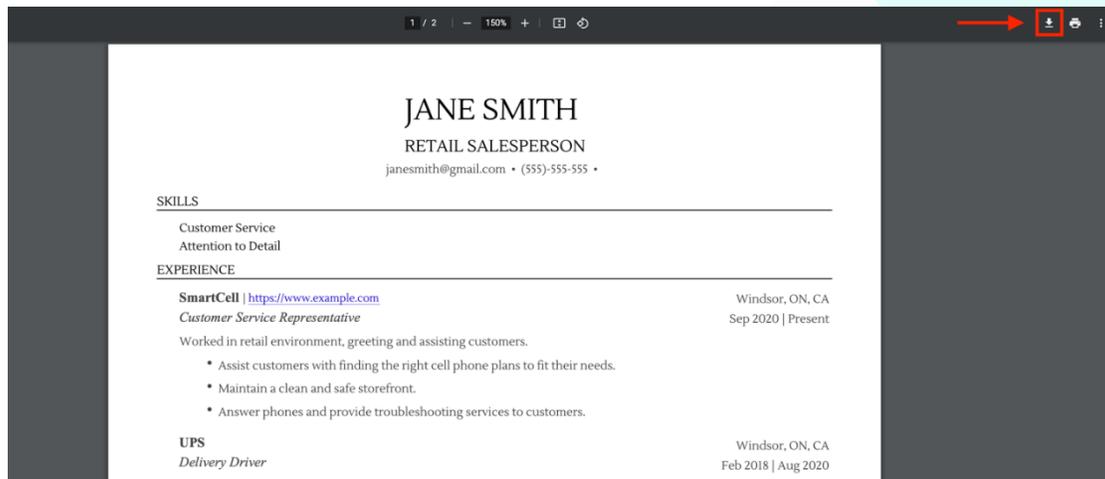
For more information on displaying References on your resume, please see the **Customizing Your Resume** section.

## DOWNLOADING YOUR RESUME:

Once you're happy with your resume, you can download a copy in PDF format. To do this, click on the "Preview/Download Resume" button at the top of your screen.

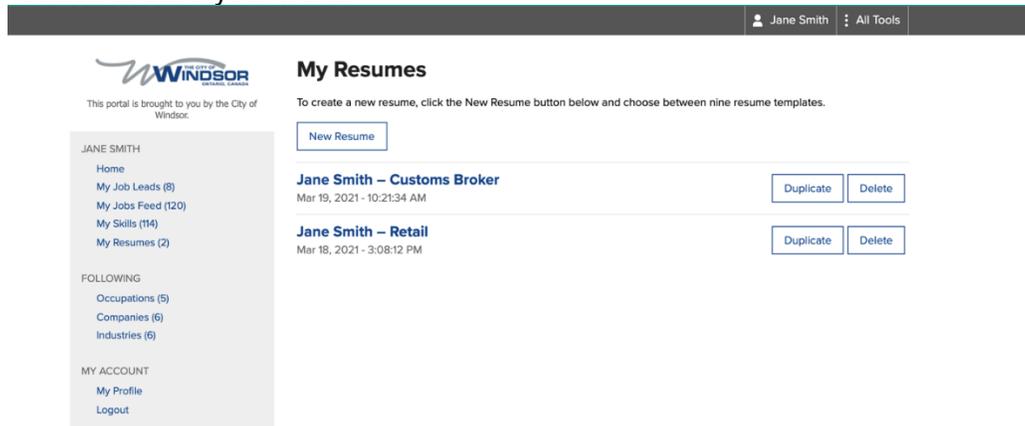


This will open your resume in a new browser window. From here, click the arrow at the top right corner to download a copy of your resume in PDF format to your device. You now have a copy of your resume on your device to reupload to apply for any job you are interested in, using that job posting's instructions.



## EDITING YOUR RESUME:

If at any time you wish to edit your resume, head to the [My Resumes](#) section of [My Career Portal](#). From here, click on the name of your resume to edit. Don't forget to hit the "Save & Preview" button to save your work.



## CUSTOMIZING YOUR RESUME:

Once you've successfully entered your information into the resume template and have saved your work, feel free to explore the Customize tab. The Customize tab provides many different options to customize your resume. While not mandatory, this does give you the option to play around more with the template and the information you've entered.

## PAGE NUMBER:

Set as Primary Save & Preview Preview/Download Resume

Title \*  
Jane Smith - Retail

Templates Profile Skills Work Experience Volunteer Experience Education & Training Awards Additional Languages References **Customize**

**Page Number**

In Header	<input type="checkbox"/> No	Show page number in header
In Footer	<input checked="" type="checkbox"/> Yes	Show page number in footer

Sections

With this option, you can toggle the switches to show page numbers at the top of the page (header), bottom of the page (footer), or both.

## SECTIONS AND PAGE BREAKS:

### PROFILE:

Depending on what information you would like to include on your resume, you can choose to remove certain sections. This will not delete the information you have entered, rather that information won't be displayed on your resume. You can go back and select "Yes" to include information you have previously selected "No" for.

Additionally, if you would like a page break before a section, you can select that here. This can be a great option to better streamline the layout of your resume.

You can re-order the different sections here by hovering your mouse over the numbers on the left side and dragging.

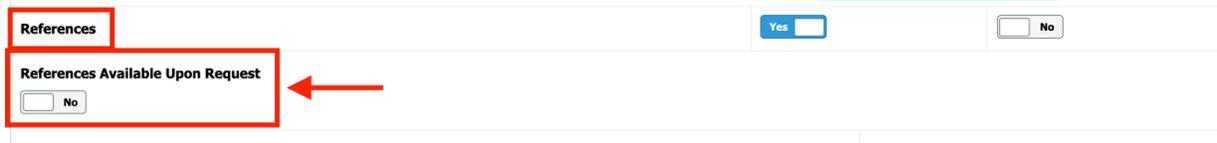
Sections

**Profile**

Section	Include	Page break before
1 Skills	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2 Work Experience	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3 Volunteer Experience	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4 Education & Training	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5 Awards	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
6 Additional Languages	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## REFERENCES:

You can also customize your References. For example, if on a copy of your resume you do not wish to include your References and their contact information, but would rather include a message indicating that References are available upon request, you can do that here.



References  Yes  No

References Available Upon Request  No  Yes

## SPACING:

You also have the option to have small, medium, or large spacing between the sections of your resume. Play with this section, hitting the “Save & Preview” button, to see how your changes affect the look of your resume.



Section Spacing

## ICONS:

On your resume, there are icons for contact information located in your header and in your References (should you choose to include References). There are a few different options for each icon. You can change the icon by clicking on the dropdown menu and selecting the icon you like best.



Icons

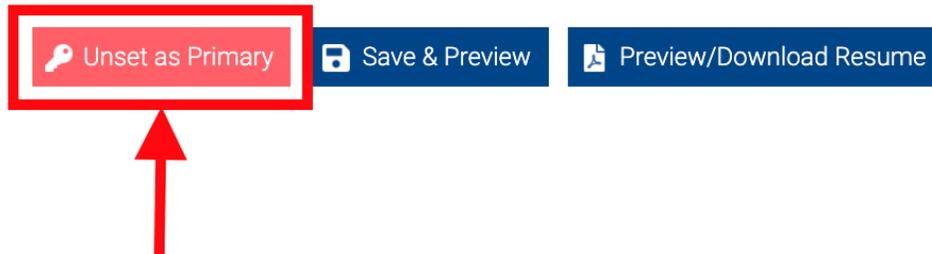
Email	<input type="text" value="✉"/>
Location	<input type="text" value="🏠"/>
Phone	<input type="text" value="📞"/>
Website	<input type="text" value="🌐"/>

## SETTING A RESUME AS PRIMARY:

If you would like to set your resume as your Primary Resume, simply click the “Set as Primary” button at the top of your screen.



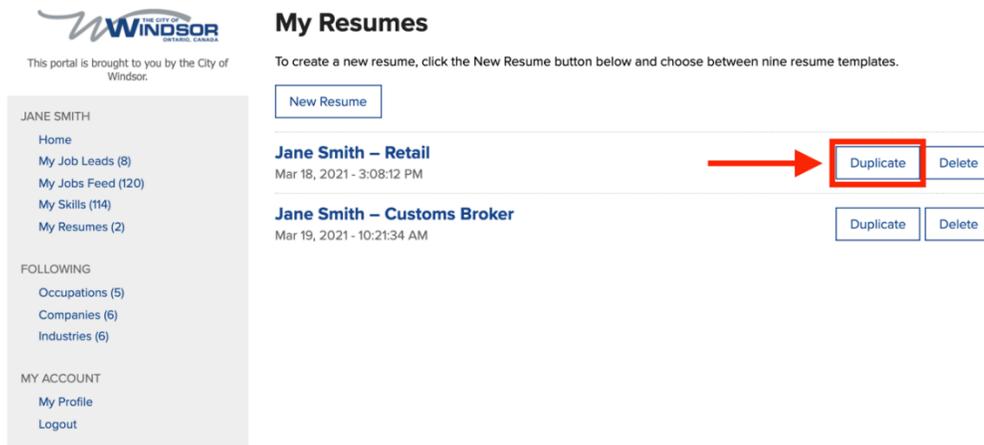
Once a resume is set as your Primary resume, the button will turn red. If you want to unset this, click “Unset as Primary”.



## DUPLICATE YOUR RESUME:

Often, people have multiple copies of their resumes, especially if they are applying to different types of occupations. While much of the information may stay the same, you may want to alter some areas to target the resume to certain employers or positions.

To duplicate your resume, head to the [My Resumes](#) section of [My Career Portal](#). Click the “Duplicate” button next to the resume you would like to duplicate.



This will create a copy of your resume, indicated by the “(Copy)” text next to it. To rename the copy of your resume, click on the Copy resume you just made.

In the title field, rename the resume to something that will indicate what the resume is for. In this case, the resume has been changed from “Retail” to “Office Administration”. When you are done, hit the “Save & Preview” button to save your changes.

The newly renamed resume will appear in your [My Resumes](#) section.