

# Resume Building Capabilities

As a registered user, you'll have access to more resume building tools that help you land in the ideal job. Using built-in SMART tools, let your resume automatically become the basis of your job search.

Build multiple resumes, or attach resumes you've created elsewhere so that they're where you need them when you need them:

## Resume Builder

[Update My Account](#)[\(1\)](#)[Logout](#)

Your resume should be targeted to the job you are applying for. The Resume Builder allows you to create multiple resumes which can include many types of information. Click Add New Resume to begin your resume

Click on the resume name to edit or view an existing resume. Click the delete link to delete an existing resume.

Resume Name	Type	Date Created	Date Last Modified	Action
<a href="#">0730</a>	Chronological	07/30/2012	07/30/2012	<a href="#">Delete</a>
<a href="#">112612a</a>	Chronological	11/26/2012	11/26/2012	<a href="#">Delete</a>
<a href="#">112612b</a>	Chronological	11/26/2012	11/26/2012	<a href="#">Delete</a>
<a href="#">112612</a>	Chronological	11/26/2012	11/26/2012	<a href="#">Delete</a>
<a href="#">112612</a>	Chronological	11/26/2012	11/26/2012	<a href="#">Delete</a>

To upload a resume, click on the Select Resume button. Use the file browser to select a resume, then click Upload to attach your document. The resume must be less than 5MB in size.

Specify exactly how you'd like each resume to print:

## Resume Builder

[Print This Pa](#)

Fields marked with a ● are required. Fields marked with a ● are in error.

Bring it all together and finish your resume. Keep the format we've provided, or choose from the style options listed below. When you're ready, print your resume or save a copy to your desktop.

General Display Options	Contact Display Options
How would you like your resume to look?	Alignment: <input type="text" value="Align Center"/>
Resume Type: <input type="text" value="Chronological"/>	<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Address <input type="checkbox"/> Email
<a href="#">Click here for a PDF explaining the different types</a>	
Font: <input type="text" value="Tahoma"/>	
Section Header Alignment: <input type="text" value="Align Left"/>	
<input checked="" type="checkbox"/> Display the names of your present employers	

Click Save & View to see the format updates you've chosen.

Work Statements
Would you like your work statements to appear as a bulleted lists or paragraphs?
Tasks: <input checked="" type="radio"/> Bullets <input type="radio"/> Paragraph
Duties: <input checked="" type="radio"/> Bullets <input type="radio"/> Paragraph
Skills: <input type="radio"/> Bullets <input checked="" type="radio"/> Paragraph
Tools & Tech: <input type="radio"/> Bullets <input checked="" type="radio"/> Paragraph

And view it on the screen before you print:

## Resume Preview

<b>I. M. Jobseeker</b> 125 Elwood Davis rd Syracuse, NY 13212	
<b>Employment Objective</b>	
To seek a career in the plumbing trade	
<b>Work Experience</b>	
<b>Plumber</b> <b>Joe's Pumps</b> , West Seneca NY 14224	<b>Oct 2012 - Present</b>
Tasks performed include the following:	
<ul style="list-style-type: none"><li>• Anchor steel supports from ceiling joists to hold pipes in place.</li><li>• Assemble pipe sections, tubing, or fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing, or welding equipment.</li><li>• Cut openings in structures to accommodate pipes or pipe fittings, using hand or power tools.</li></ul>	

There's a host of great resume building features available to help you in your career search. Register today for instant access to all of these and much more!