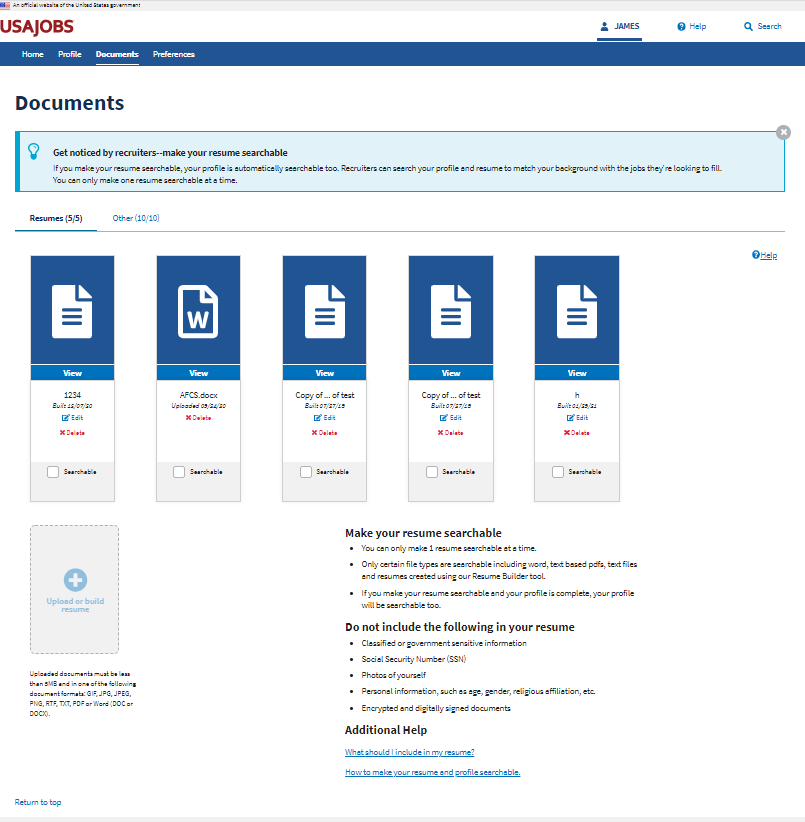
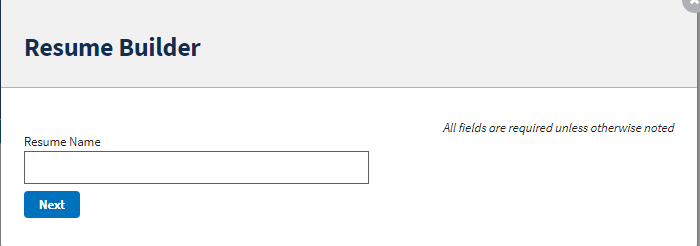
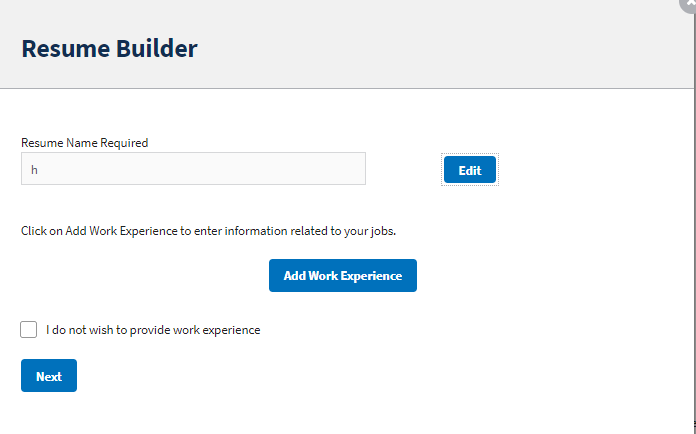
**Resume Builder is found on the documents page once a user is logged in. Select Upload or Build resume to create.**

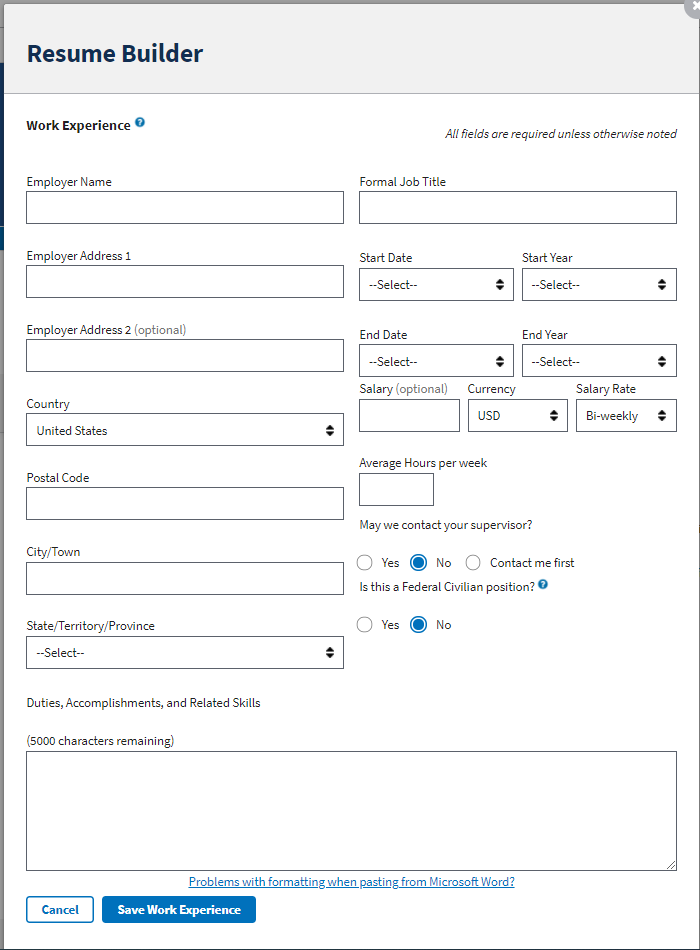


**Provide a name for the resume**

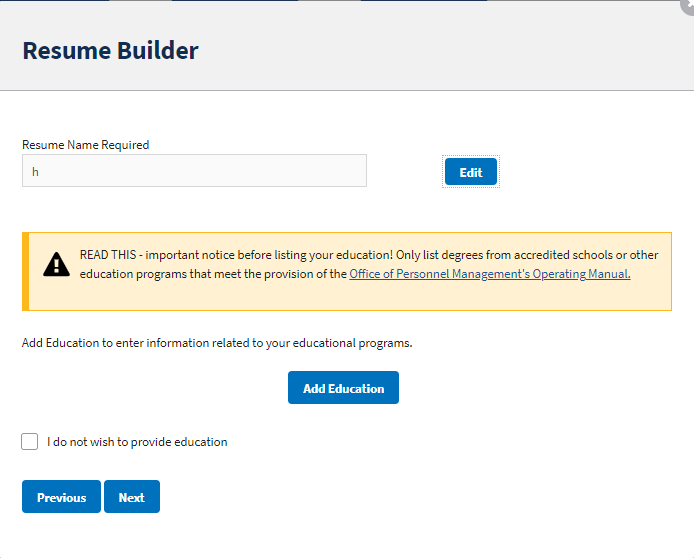


**Click Add Work experience to add a new work experience or specific “I do not wish to provide work experience” by checking the box. Click Next to continue.**

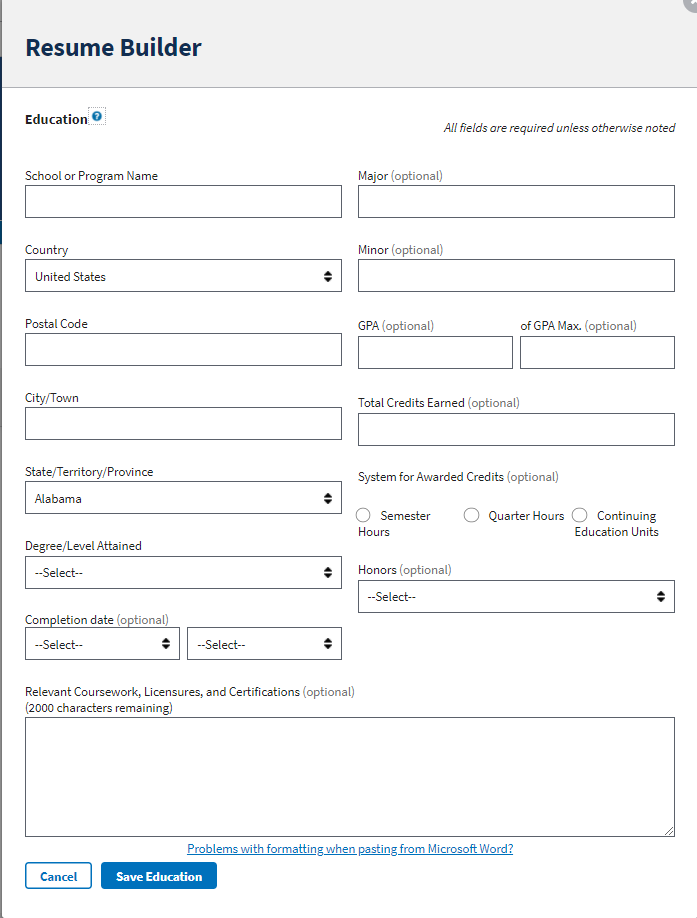


**Work experience page**

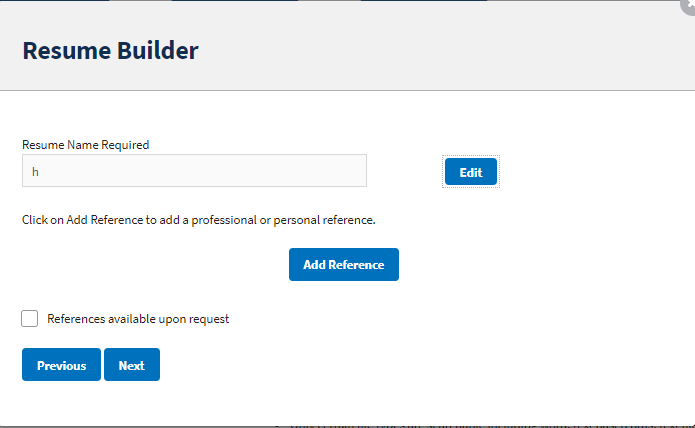
**Click Add Education to add a new work experience or specific “I do not wish to provide education” by checking the box. Click Next to continue.**



**Education page**



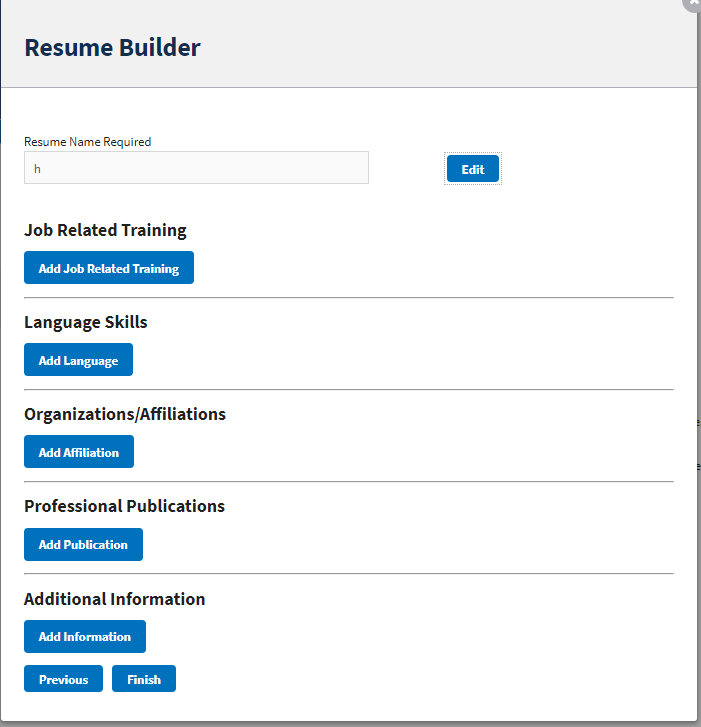
**Next is references, Click “Add Reference” to create a new reference or select “references available upon request”**



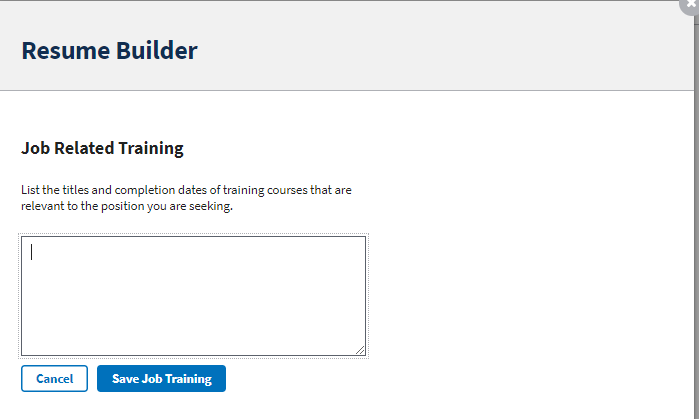
**References Page**



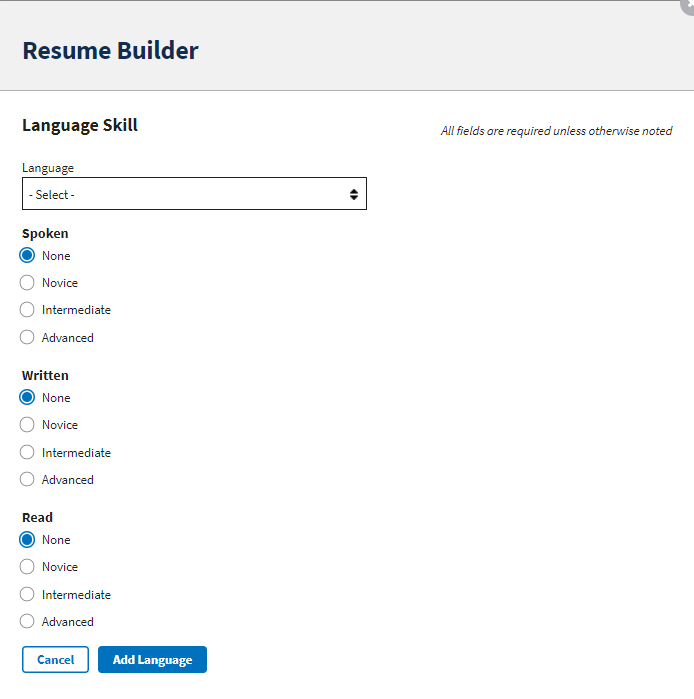
**Final Step is your Job Related Training, Language Skills, Organizations/Affiliations, Professional Publications, Additional Information pages**



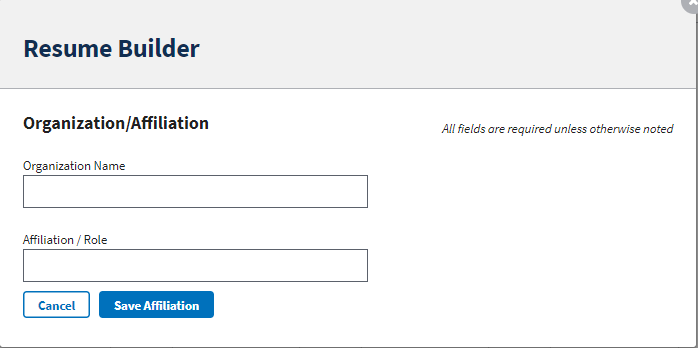
**Job Related Training**



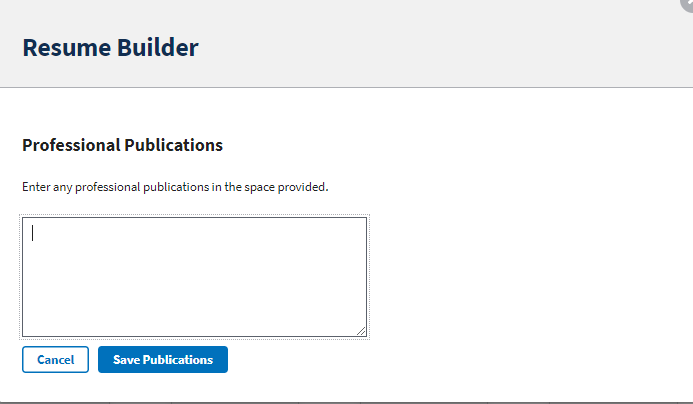
### Language Skills



### Organizations/Affiliations



### Professional Publications



### Additional Information

