**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

