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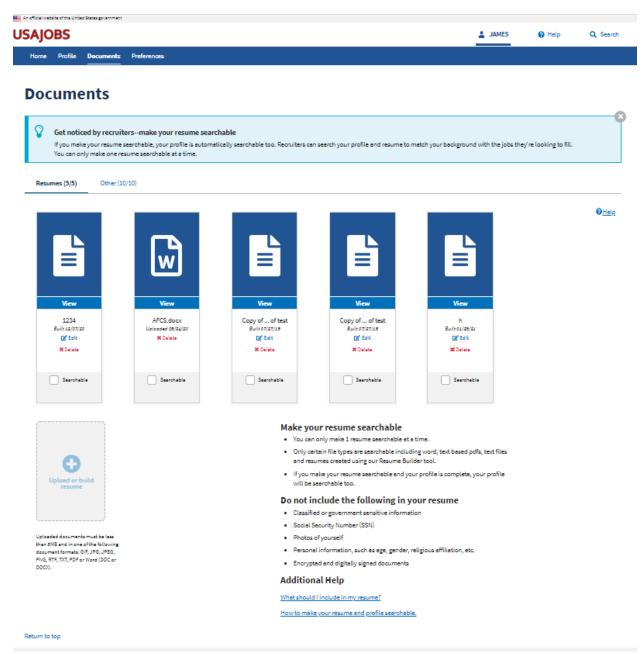
Provide a name for the resume

Resume Builder

All fields are required unless otherwise noted

Resume Name

Next

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.

Resume Builder

Resume Name Required

h

Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

☐ I do not wish to provide work experience

Next

Work experience page

Resume Builder

Work Experience ⓘ

All fields are required unless otherwise noted

Employer Name

Formal Job Title

Employer Address 1

Start Date
--Select-- ⬍

Start Year
--Select-- ⬍

Employer Address 2 (optional)

End Date
--Select-- ⬍

End Year
--Select-- ⬍

Country
United States ⬍

Salary (optional)

Currency
USD ⬍

Salary Rate
Bi-weekly ⬍

Postal Code

Average Hours per week

May we contact your supervisor?

City/Town

◯ Yes ⦿ No ◯ Contact me first

Is this a Federal Civilian position? ⓘ

State/Territory/Province
--Select-- ⬍

◯ Yes ⦿ No

Duties, Accomplishments, and Related Skills

(5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?

Cancel   **Save Work Experience**

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.

Resume Builder

Resume Name Required

h

Edit

⚠ READ THIS - important notice before listing your education! Only list degrees from accredited schools or other education programs that meet the provision of the Office of Personnel Management's Operating Manual.

Add Education to enter information related to your educational programs.

Add Education

☐ I do not wish to provide education

Previous   **Next**

Education page

Resume Builder

Education ❓

All fields are required unless otherwise noted

School or Program Name

[   ]

Major (optional)

[   ]

Country

[United States   ⬍]

Minor (optional)

[   ]

Postal Code

[   ]

GPA (optional)

[   ]

of GPA Max. (optional)

[   ]

City/Town

[   ]

Total Credits Earned (optional)

[   ]

State/Territory/Province

[Alabama   ⬍]

System for Awarded Credits (optional)

⭕ Semester Hours   ⭕ Quarter Hours   ⭕ Continuing Education Units

Degree/Level Attained

[--Select--   ⬍]

Honors (optional)

[--Select--   ⬍]

Completion date (optional)

[--Select-- ⬍]   [--Select-- ⬍]

Relevant Coursework, Licensures, and Certifications (optional)
(2000 characters remaining)

[   ]

Problems with formatting when pasting from Microsoft Word?

[Cancel]   [**Save Education**]

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

Resume Builder

Resume Name Required

h

Edit

Click on Add Reference to add a professional or personal reference.

Add Reference

☐ References available upon request

Previous **Next**

References Page

Resume Builder

References

All fields are required unless otherwise noted

Name

Phone

Employer (optional)

Email

Title (optional)

Reference Type

◉ Professional   ○ Personal

Cancel   **Save Reference**

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

Resume Builder

Resume Name Required

h

Edit

Job Related Training

Add Job Related Training

Language Skills

Add Language

Organizations/Affiliations

Add Affiliation

Professional Publications

Add Publication

Additional Information

Add Information

Previous   Finish

Job Related Training

Resume Builder

Job Related Training

List the titles and completion dates of training courses that are relevant to the position you are seeking.

Cancel   **Save Job Training**

Language Skills

Resume Builder

Language Skill

All fields are required unless otherwise noted

Language

- Select - ⇕

Spoken

- ⦿ None
- ◯ Novice
- ◯ Intermediate
- ◯ Advanced

Written

- ⦿ None
- ◯ Novice
- ◯ Intermediate
- ◯ Advanced

Read

- ⦿ None
- ◯ Novice
- ◯ Intermediate
- ◯ Advanced

Cancel   **Add Language**

Organizations/Affiliations

Resume Builder

Organization/Affiliation

All fields are required unless otherwise noted

Organization Name

Affiliation / Role

Cancel   **Save Affiliation**

Professional Publications

Resume Builder

Professional Publications

Enter any professional publications in the space provided.

Cancel   **Save Publications**

Additional Information

Resume Builder

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

Cancel   **Save Information**