

Resume and Cover Letter Builder Guide

Finding the Resume Builder

Login into Symplicity and locate the Resume Builder tool on the left toolbar, under Documents or by clicking on “Add Resume”.

Take Your Job Search Mobile!
Download the Symplicity Jobs and Careers app, and search for jobs from anywhere.
[Download the App](#)

- Pathways**
Follow our step-by-step guide to career readiness.
- Work Experience**
Gain experience with co-ops or internships.
- Mock Interview**
Practice interviewing and receive helpful feedback.
- Public Profile**
Showcase your academic and professional achievements.
- Add a Resume**
Upload a resume to get started with your job search.

Once on the Resume Builder page, select “Create New Resume.” The Resume Builder tab will display any resume builder documents previously created and buttons to create a new resume or cover letter.

Home / Documents / Resume Builder

Documents

My Documents **Resume Builder** Opt-In Resume Book

No Records Found

[Create New Resume](#) [Create New Cover Letter](#)

Creating Resumes

Step 1: Outlines

To create a new resume using Resume Builder, click the **Create New Resume** button to begin on Step 1 of the resume building process.

The template's outline will be displayed below the outline title. The outline contains the sections of the resume such as Education and Work Experience records. If the template has a sample preview available, click on the **View Sample** link to view examples. This will display any samples to the specific template.

Click the **Save And Continue** button to move on to Step 2 with that selected template.

The screenshot shows the 'Documents' section of the Resume Builder interface. At the top, there are three tabs: 'My Documents', 'Resume Builder' (which is active), and 'Opt-In Resume Book'. Below the tabs is a progress bar with four steps: 1. Outlines (highlighted), 2. Customize Sections, 3. Content and Style, and 4. Save. The main content area contains the instruction 'Select a template for your resume sections.' followed by a blue warning box that reads: 'If you have any content saved in your current section layout, all of it will be lost if you select a different section layout. It is recommended you customize your sections and add any additional sections using the customization tool, if you do not want to lose your content.' Below the warning box is a 'Cancel' button. At the bottom, there is a 'Save And Continue' button and a list of resume sections: 'Basic Undergraduate Resume (Outline)', 'Objective', 'Education', 'Professional Experience', and 'Honors and Awards'.

Step 2: Customize Sections

If the selected template does not allow edits, the section titles will be read-only and no options for adding, removing or repositioning the sections will be available.

An alert stating: “This section layout is locked, so you cannot customize this” will display.

If the selected template allows customizations, the Section Title labels may be edited, options to add and remove sections will be available, and repositioning the sections using the up/down arrows will be an option

Click the **Save And Continue** button to proceed to Step 3. Click the **Cancel** button to back out of the document and return to the Resume Builder tab. Click the **Back** button to go back to Step 1

The screenshot shows the West LA College Resume Builder interface. At the top, there is a navigation bar with the West LA College logo and a search bar. Below the navigation bar, there are tabs for "My Documents", "Resume Builder", and "Opt-In Resume Book". The "Resume Builder" tab is active, and it contains a progress indicator with four steps: 1. Outlines, 2. Customize Sections (highlighted), 3. Content and Style, and 4. Save.

Below the progress indicator, there is a note: "* indicates a required field".

The main heading is "Customize Your Sections". Below this heading, there is a sub-heading: "Customize your resume sections by changing their name, type, and position. You may add or remove sections by pressing the Delete or Add Section buttons."

The main content area contains a table with four rows, each representing a resume section. The table has three columns: "Section Title", "Type", and "Delete".

Section Title	Type	
<input type="text" value="Objective"/>	General	<input type="button" value="Delete"/>
<input type="text" value="Education"/>	Education	<input type="button" value="Delete"/>
<input type="text" value="Professional Experience"/>	Experience	<input type="button" value="Delete"/>
<input type="text" value="Honors and Awards"/>	General	<input type="button" value="Delete"/>

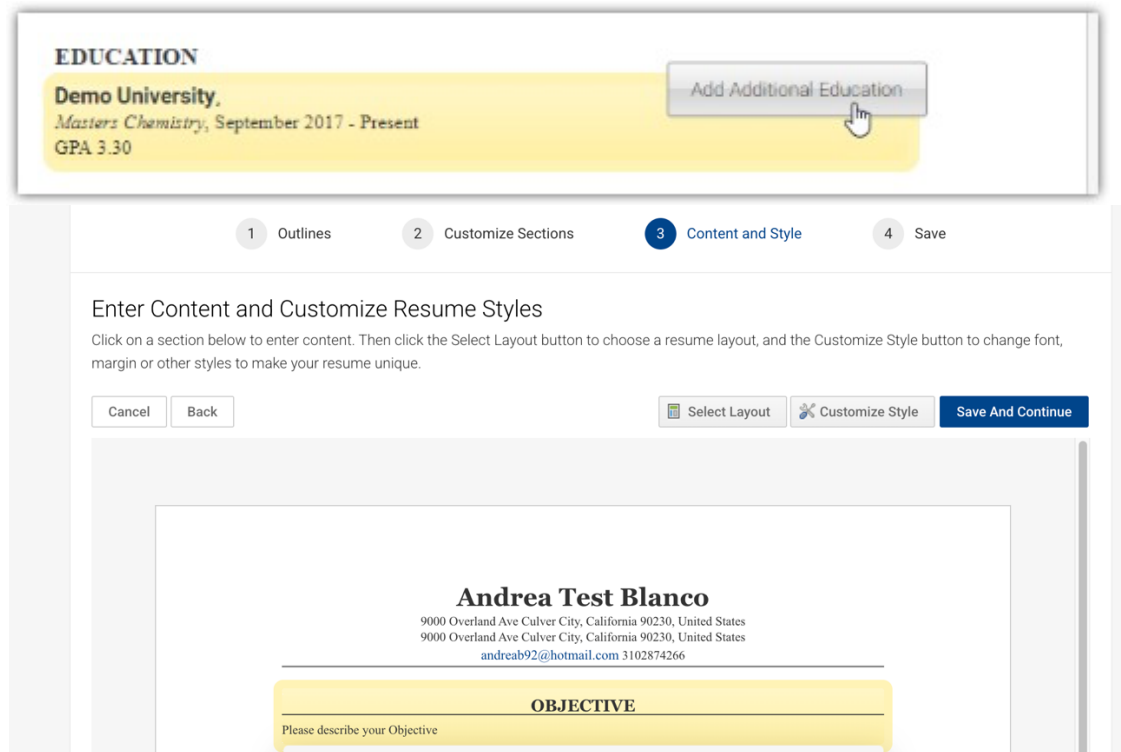
Below the table, there is an "Add Section" button.

At the bottom of the interface, there are three buttons: "Cancel", "Back", and "Save And Continue".

Step 3: Content

Step 3 is where the content will be added to each section of the resume.

The Header and Education sections will automatically insert information from the user's account and academic profile, although it may be modified. Editing this information within the document will not affect the information set within the account.



If an additional Education or Experience record needs to be added, scroll over the desired section to get the Add Additional Education or Add Additional Experience button. Clicking on the button will open a blank education or experience record.

Previously entered data in the document can be edited by scrolling over the entry to highlight it. Once highlighted, click on the section and the form will open so that edits may be made. Click the **Save And Continue** button within each section to save any edits made.

Examples

Within each section, a text area will be available to enter text such as the objective or experience tasks and duties.

For additional guidance and help, click on the Examples link to display different categories of the resume. Click the category to view the list of examples. Once a category is selected, the Examples pop-up box will display with the category's available examples. Clicking on the example text will add it to the text area box. Always make sure to review the selected example to make any edits to it for the specific document.

PROFESSIONAL EXPERIENCE

Editing Resume Section

* indicates a required field

Employer
The name of the employer

Location
(City, State)

Position

Department or Unit (if applicable)

Style

After entering the content, the next step is to select the design of the document. Click the **Select Layout** button to view the style thumbnails. Clicking on a thumbnail will refresh the document to take on the selected style. Clicking on the different styles will not erase any entered data.

After the layout is selected, click the Customize Style button. If the style cannot be edited, an alert will display stating, “Sorry, this style cannot be customized.” If the style can be edited, the items that have been made available for edits will display. Click the Save and Continue button to proceed to the final step.

The screenshot shows the 'Documents' interface with the 'Resume Builder' tab selected. A progress bar at the top indicates four steps: 1. Outlines, 2. Customize Sections, 3. Content and Style (highlighted), and 4. Save. Below the progress bar, the heading 'Enter Content and Customize Resume Styles' is followed by instructions: 'Click on a section below to enter content. Then click the Select Layout button to choose a resume layout, and the Customize Style button to change font, margin or other styles to make your resume unique.' At the bottom, there are three buttons: 'Cancel', 'Back', and 'Save And Continue'. The 'Select Layout' and 'Customize Style' buttons are disabled.

This screenshot shows the 'Documents' interface with the 'Content and Style' step selected. The progress bar is the same as in the previous screenshot. The heading 'Enter Content and Customize Resume Styles' is followed by instructions: 'Click on a section below to enter content. Then click the Select Layout button to choose a resume layout, and the Customize Style button to change font, margin or other styles to make your resume unique.' At the bottom, there are three buttons: 'Cancel', 'Back', and 'Save And Continue'. The 'Select Layout' button is now active. A modal window titled 'Select a Base Layout' is open, displaying two resume style thumbnails. The first thumbnail is labeled 'Classic' and the second is labeled 'Classic (New)'. Both thumbnails show a resume for Robert E. Stevenson with sections for Objective, Education, Work Experience, and Awards.

Step 4: Submit/Activate

Step 4 will list the options to view, save, and/or print the document.

Approval is required; students will need to submit the document for review. When pending review, it will display in the Pending Documents tab. Once approved, it's automatically enabled and will display under the Approved Documents tab. NOTE: BE SURE THERE ARE NO TYPOS OR MISTAKES BEFORE UPLOADING OR SUBMITTING TO EMPLOYERS. Ask someone to proofread it for you.

Documents


Resume Information Has Been Saved
Your document has been saved. Use the buttons below to see it in HTML or PDF format. At any time you may come back to the documents section to edit or redesign your Resume

My Documents **Resume Builder** Opt-In Resume Book

1 Outlines 2 Customize Sections 3 Content and Style **4 Save**

View, Save, and Print

While viewing your Resume in PDF format, you can save it and print it.



Submit for Review

Submit this Resume for review. You will receive feedback from a counselor, and once it has been approved you will be able to activate this Resume for job postings.

Creating Cover Letters

Step 1: Create

To create a new cover letter using Resume Builder, click the Create New Cover Letter button. This will generate a basic cover letter template allowing customization to the cover letter title and text.


Documents

My Documents Resume Builder Opt-In Resume Book

[Create New Resume](#) [Create New Cover Letter](#)

Andrea Blanco 1
Resume
Last modified on Jul 12, 2025, 12:21 AM

[View as PDF](#) [Delete](#)

POWERED BY  **s v m p l i c i t y**

The Show Me Sample Cover Letters button will display cover letter templates. The template can be selected and then modified to have the appropriate cover letter text. The HTML tool bar is available for rich text editing.

Documents

My Documents Resume Builder Opt-In Resume Book






1 Create Cover Letter 2 Save

Show Me Sample Cover Letters

Label *

Last Name_First Name Cover Letter

Cover Letter Content *

B *I* U     

[Your Street Address]
[City, State Area Code]
[Today's Date]

[Full Name of Recipient]
[Position in Organization]
[Organization's Name]
[Organization's Address]

Dear Mr./Ms. [Last Name]:

I have enclosed my resume to facilitate your consideration of my employment candidacy for the position of [Name of Position] at [Organization's Name]. I believe I have excellent credentials for this position, and would welcome your interest in my candidacy.

I hold an [Degree Level] in [Field of Study] from [University's Name], and have nearly [x] years experience in the [Name] Function. This includes [x] years as [position] for [Company], and over [x] years as [Position] for [Company].

Step 2: Save


Clicking the Save and Continue button to go to Step 2, which lists the options to view, print, and/or save the cover letter. Students will need to submit the document for review; the document review/approval by a manager is required. NOTE: BE SURE THERE ARE NO TYPOS OR MISTAKES BEFORE UPLOADING OR SUBMITTING TO EMPLOYERS. Ask someone to proofread it for you.

My Documents **Resume Builder** Opt-In Resume Book

1 Create Cover Letter **2 Save**

View, Save, and Print

While viewing your Cover Letter in PDF format, you can save it and print it.



[View PDF](#) [View HTML](#) [View Doc](#)

Submit for Review

Submit this Cover Letter for review. You will receive feedback from a counselor, and once it has been approved you for job postings.

[Submit For Review](#) [Cancel](#) [Back](#)


Documents



Pending Documents



When documents are pending approval or awaiting feedback, the item will be listed in the Pending Documents sub-tab under the Documents main menu and will not be available to use until approved.




Documents

My Documents Resume Builder Opt-In Resume Book

[Add New](#) 4 results  Default

Resume
Resume
Last modified on Apr 03, 2025, 11:58 AM
[Generate QR Code](#)  View as PDF  Delete

Andrea Blanco 1 **PENDING**
Resume
Last modified on Jul 12, 2025, 12:28 AM
[Edit Document](#)  View as PDF  Delete

Cover Letter
Cover Letter
Last modified on Apr 03, 2025, 11:59 AM
 View as Word  View as PDF  Delete

Lastnam **PENDING**

Approved Documents

Once approved, the documents will be listed in the Approved Documents sub tab and a button to Edit Document will be available on the items that were created with the Resume Builder.

The QR Code Option allows a QR Code to be generated for scanning. Once the Generate QR Code button is clicked, the options to regenerate the code, download the code or destroy the code will be available.

Documents



My Documents Resume Builder Opt-In Resume Book

[Add New](#) 4 results ↓ Default ∨

Resume

Resume

Last modified on Apr 03, 2025, 11:58 AM

[Generate QR Code](#)  [View as PDF](#)  [Delete](#)