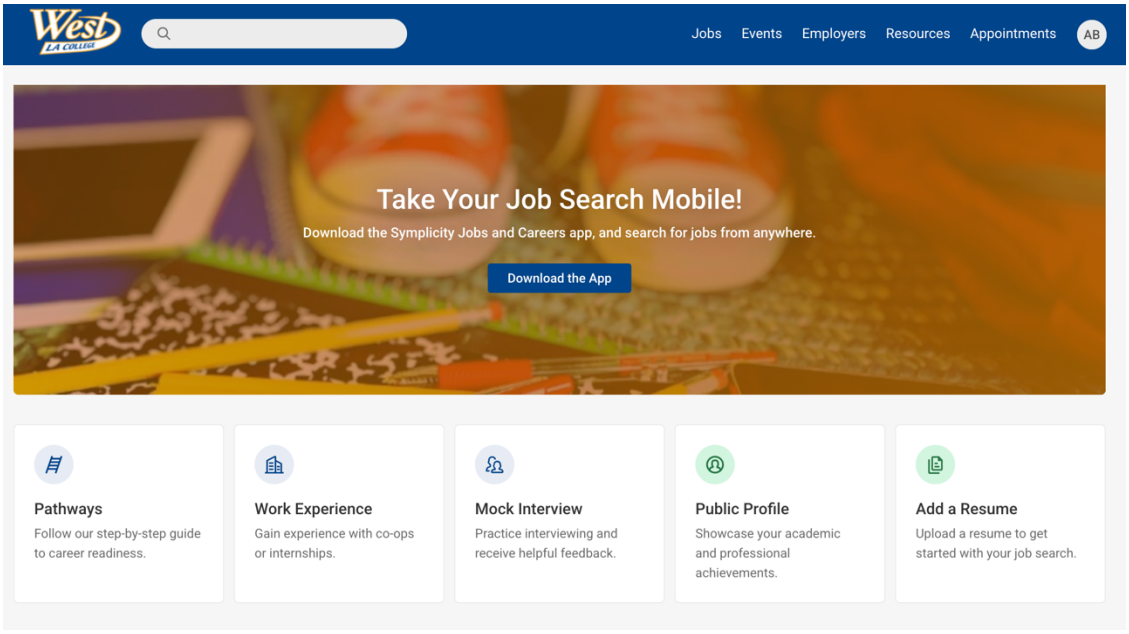
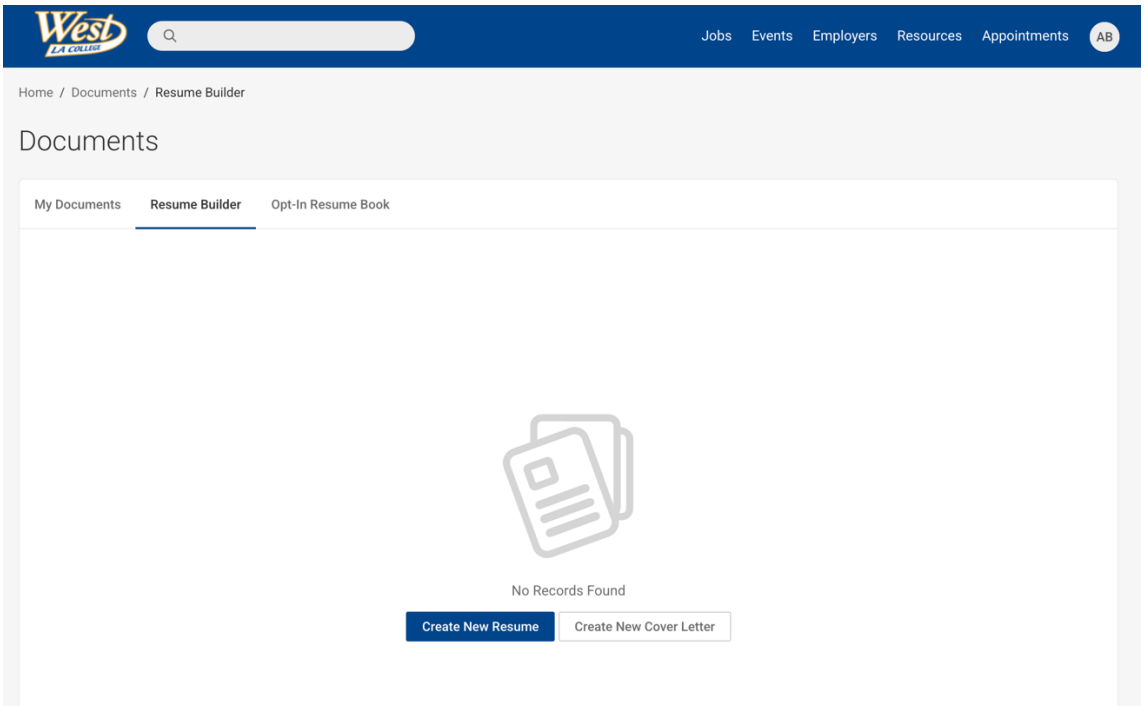
Resume and Cover Letter Builder Guide

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”.



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.



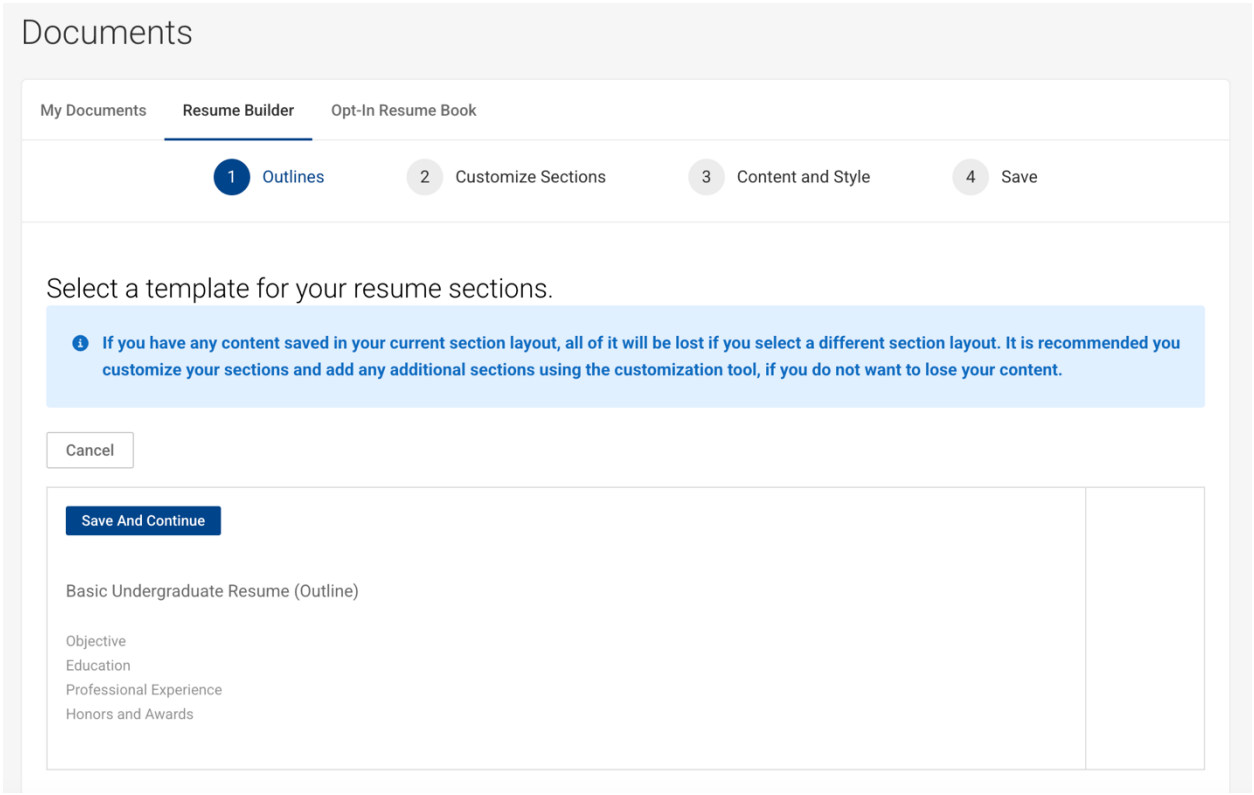
Creating Resumes

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.



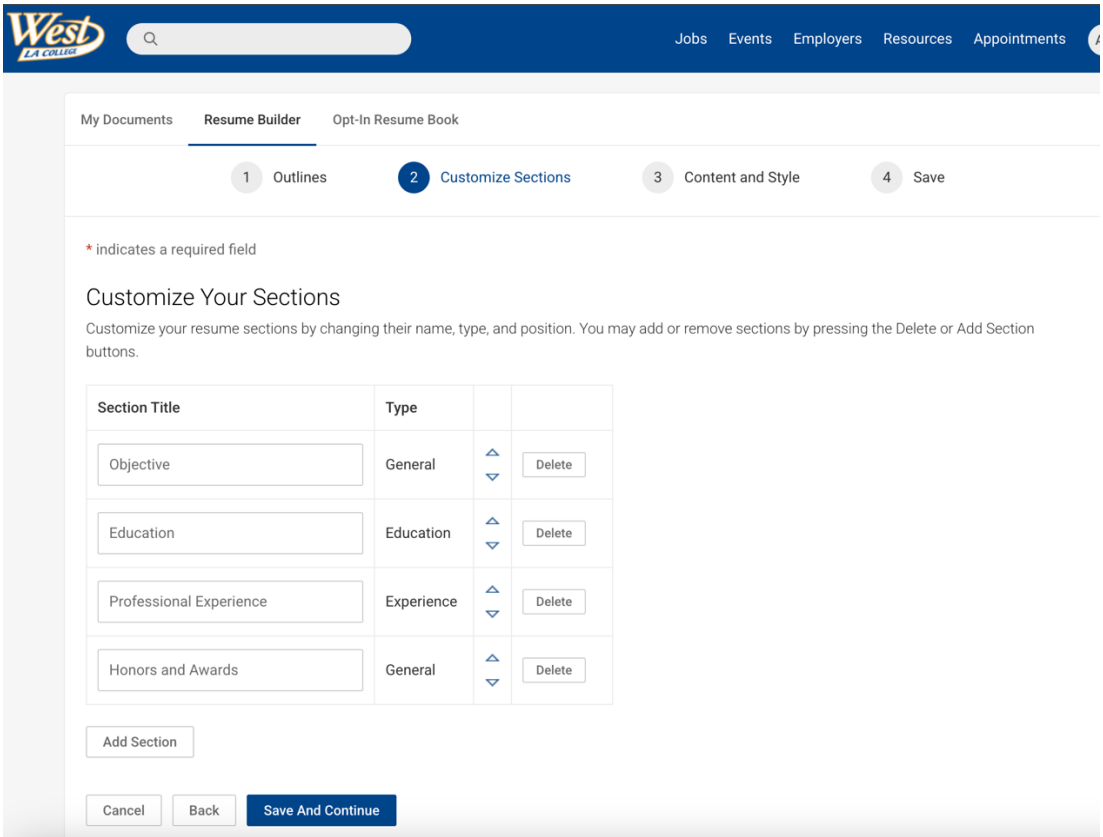
Step 2: Customize Sections

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

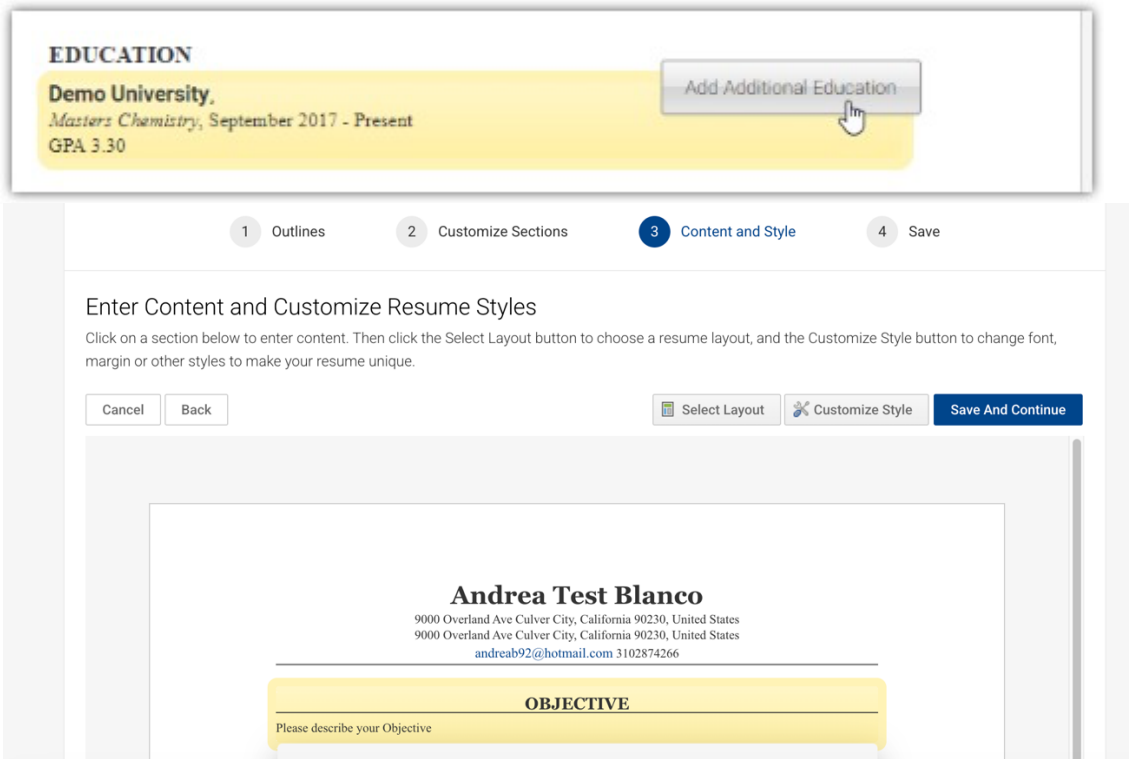
Click the **Save And Continue** button to proceed to Step 3. Click the **Cancel** button to back out of the document and return to the Resume Builder tab. Click the **Back** button to go back to Step 1



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.



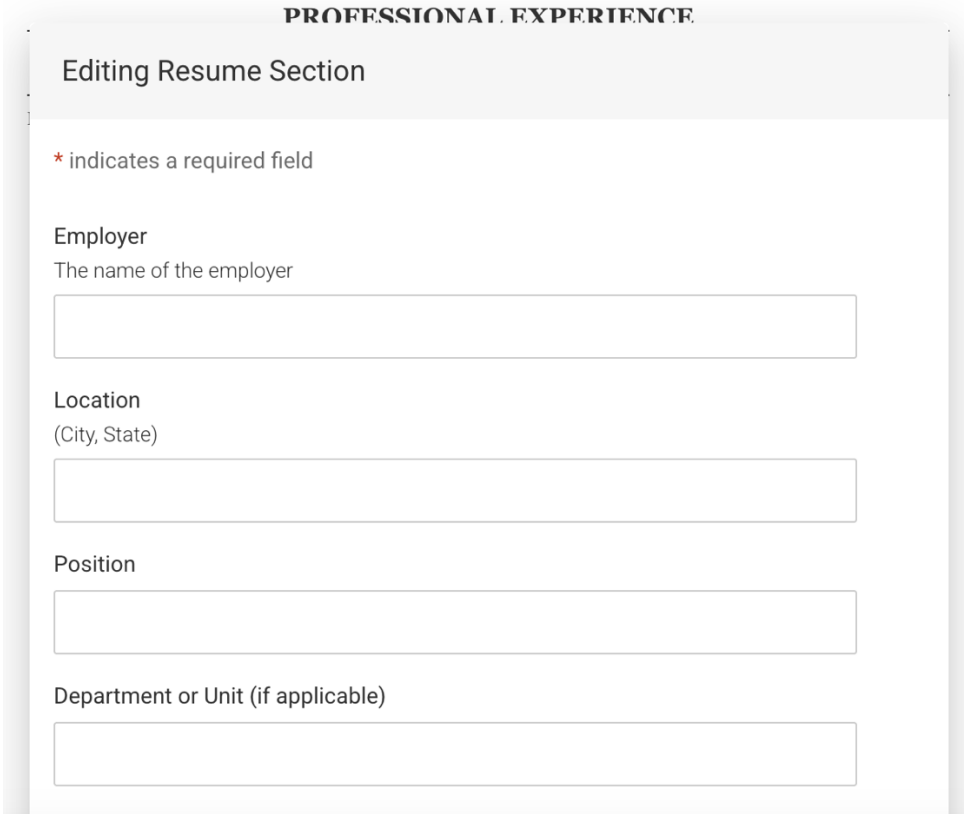
If an additional Education or Experience record needs to be added, scroll over the desired section to get the Add Additional Education or Add Additional Experience button. Clicking on the button will open a blank education or experience record.

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.

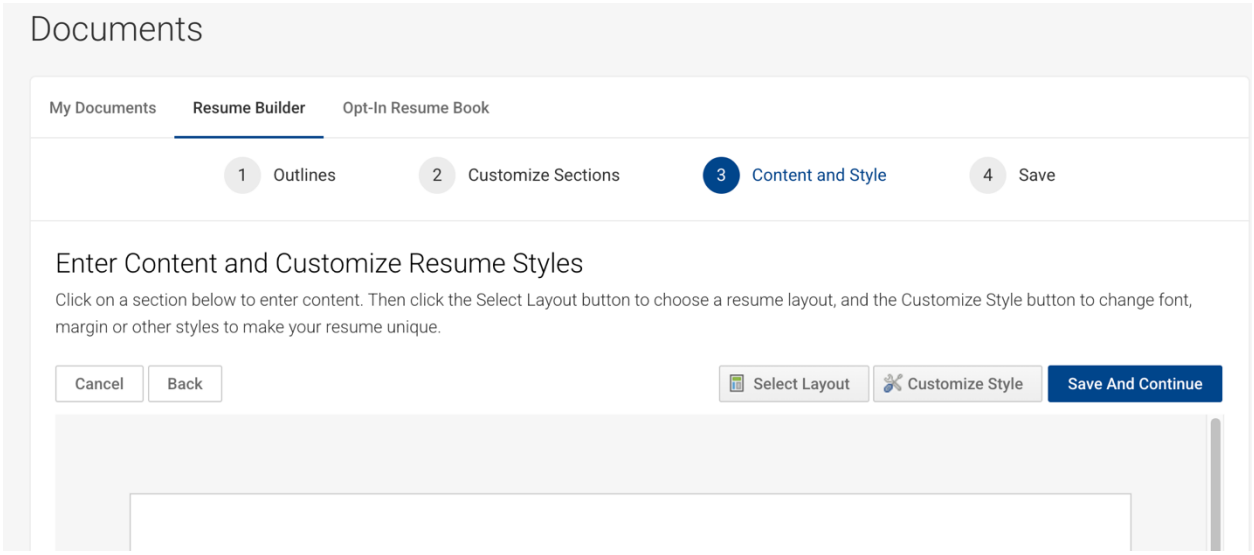
For additional guidance and help, click on the Examples link to display different categories of the resume. Click the category to view the list of examples. Once a category is selected, the Examples pop-up box will display with the category's available examples. Clicking on the example text will add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

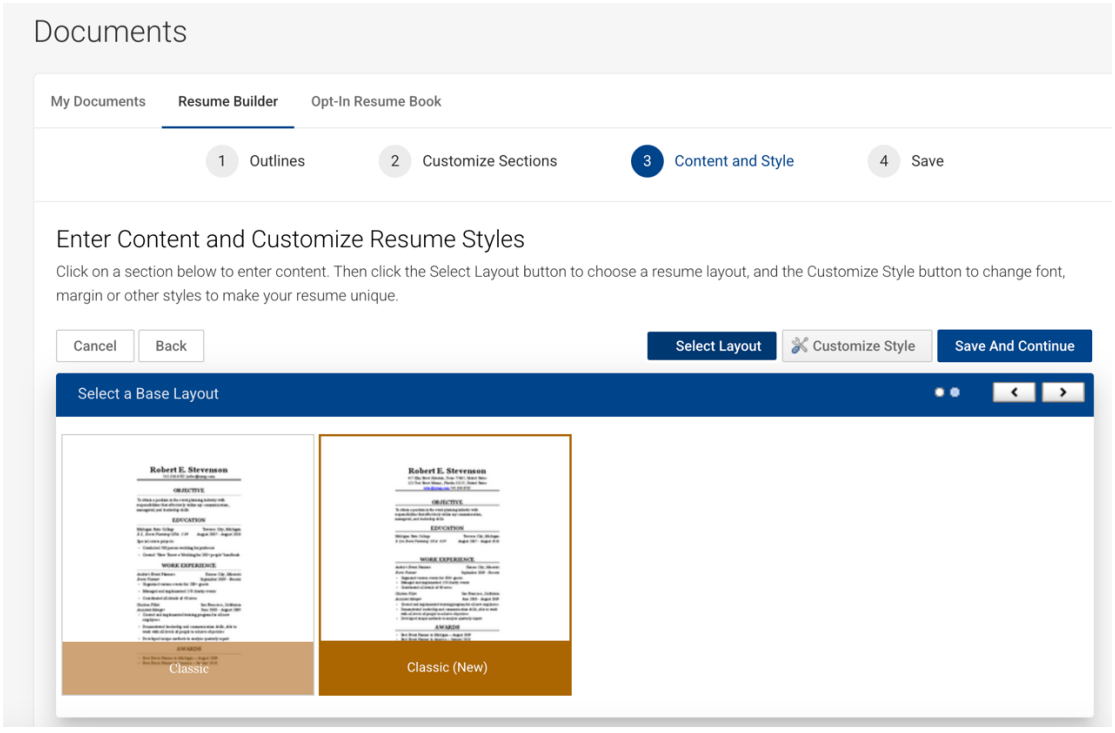


Style

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.

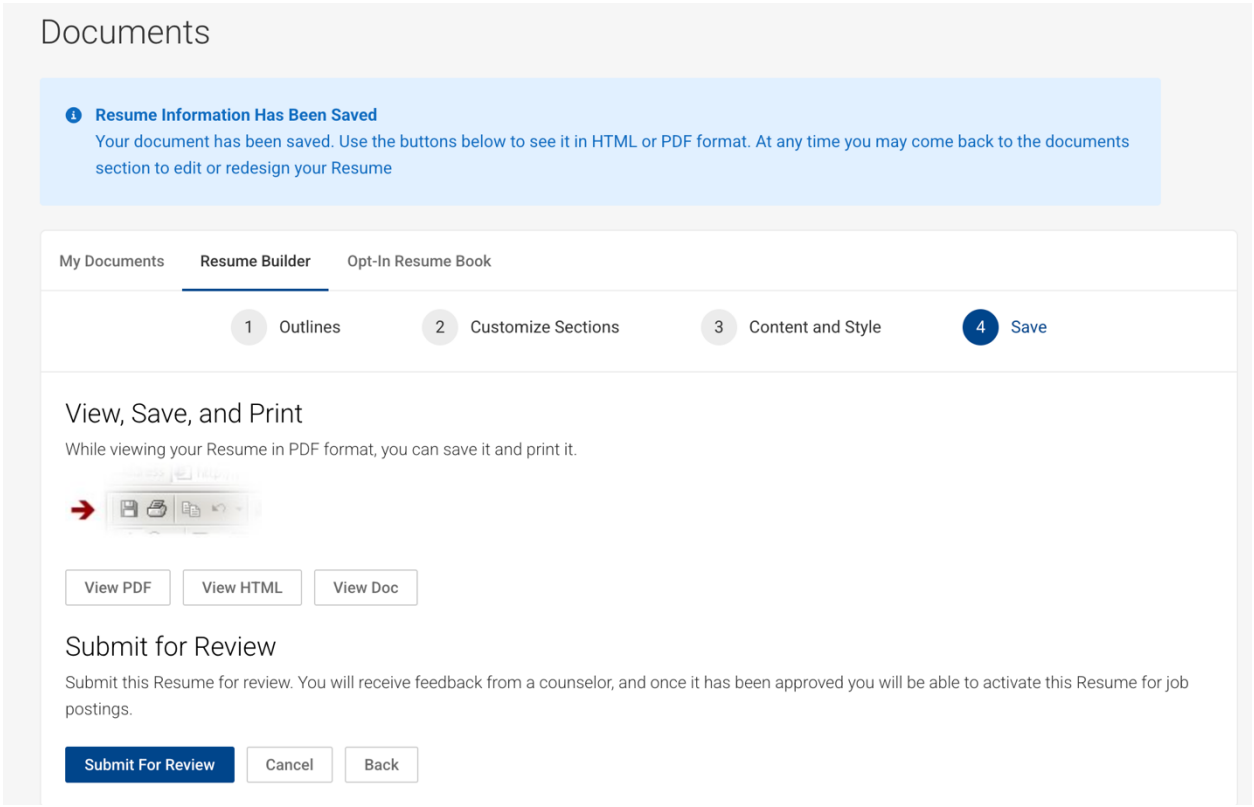




Step 4: Submit/Activate

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

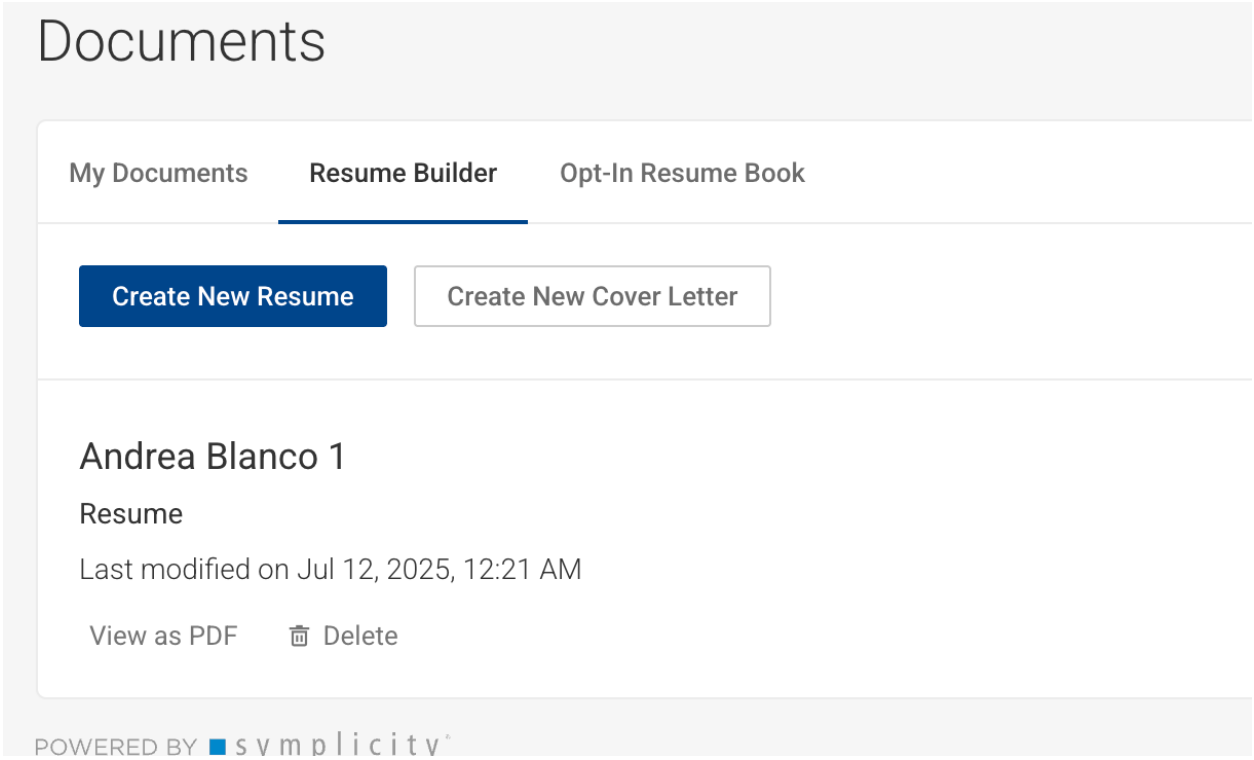
Approval is required; students will need to submit the document for review. When pending review, it will display in the Pending Documents tab. Once approved, it's automatically enabled and will display under the Approved Documents tab.NOTE: BE SURE THERE ARE NO TYPOS OR MISTAKES BEFORE UPLOADING OR SUBMITTING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



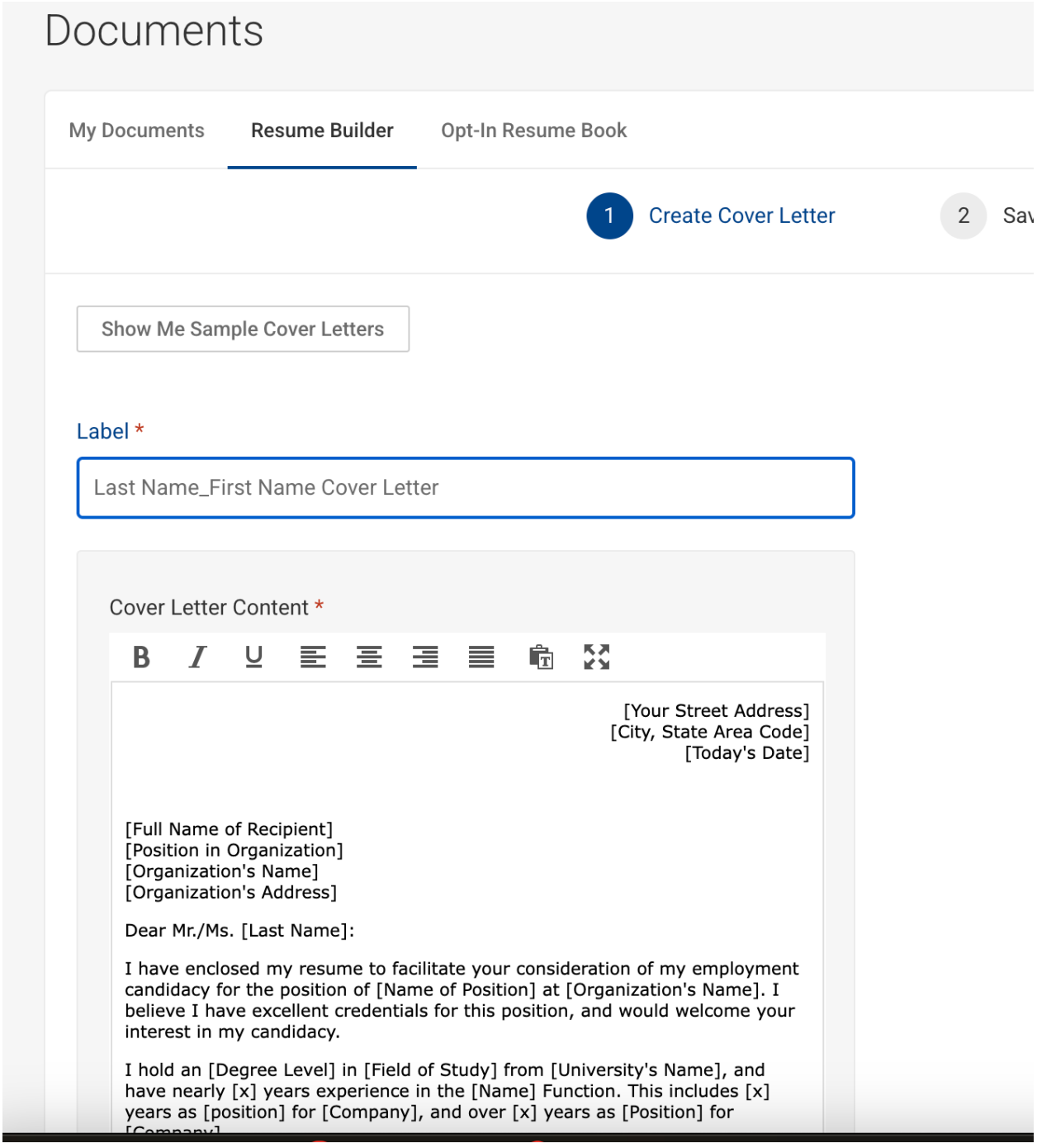
Creating Cover Letters

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.

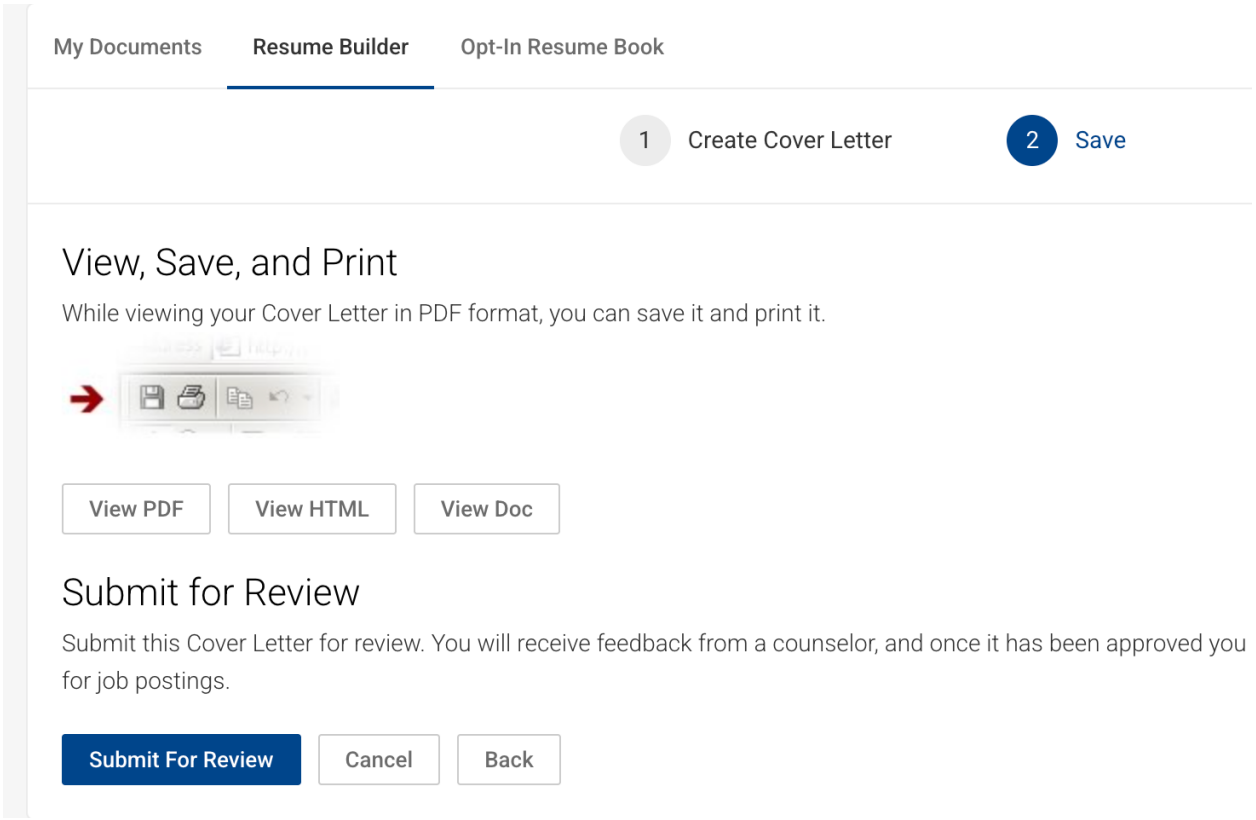


The Show Me Sample Cover Letters button will display cover letter templates. The template can be selected and then modified to have the appropriate cover letter text. The HTML tool bar is available for rich text editing.



Step 2: Save

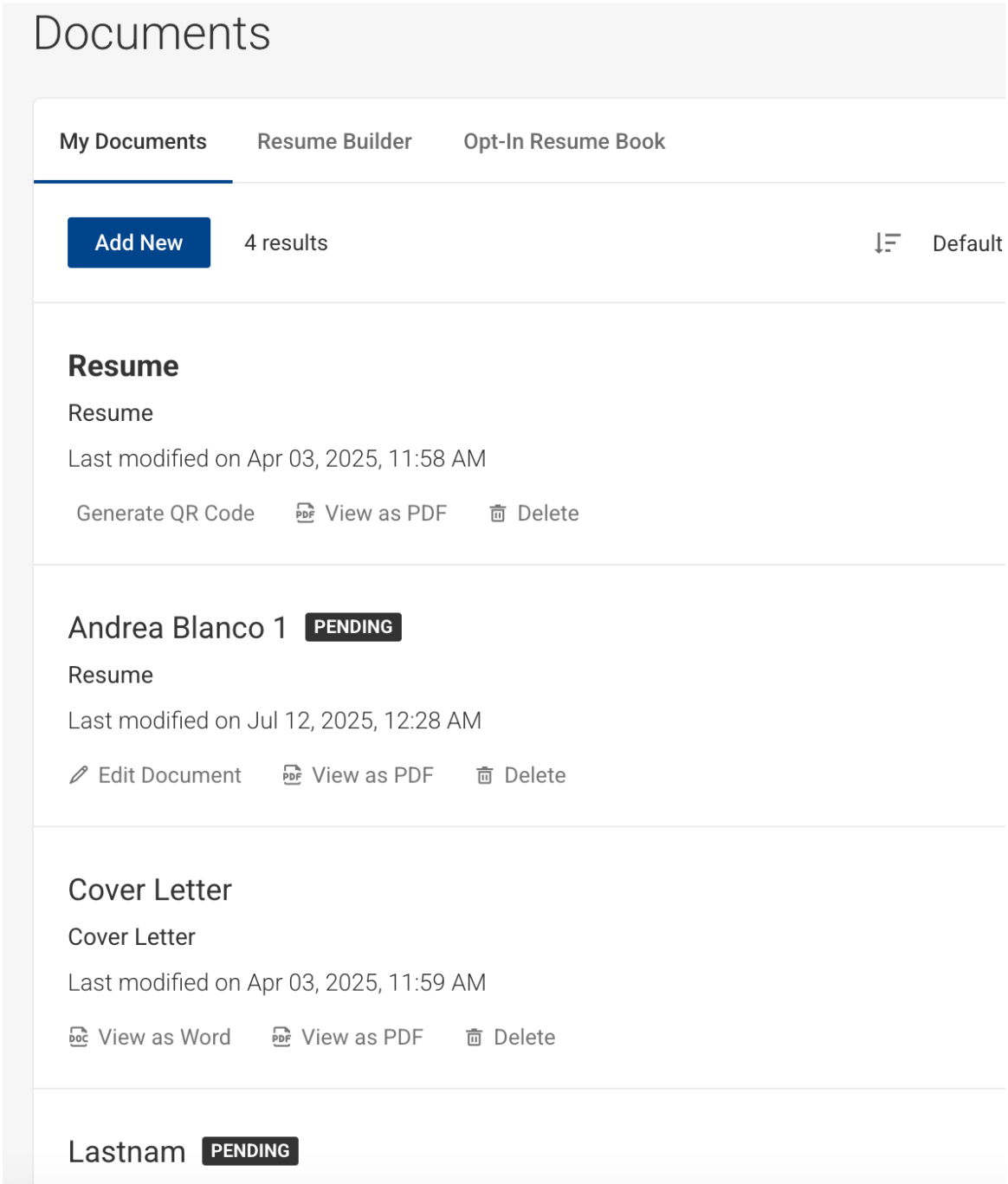
Clicking the Save and Continue button to go to Step 2, which lists the options to view, print, and/or save the cover letter. Students will need to submit the document for review; the document review/approval by a manager is required. NOTE: BE SURE THERE ARE NO TYPOS OR MISTAKES BEFORE UPLOADING OR SUBMITTING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



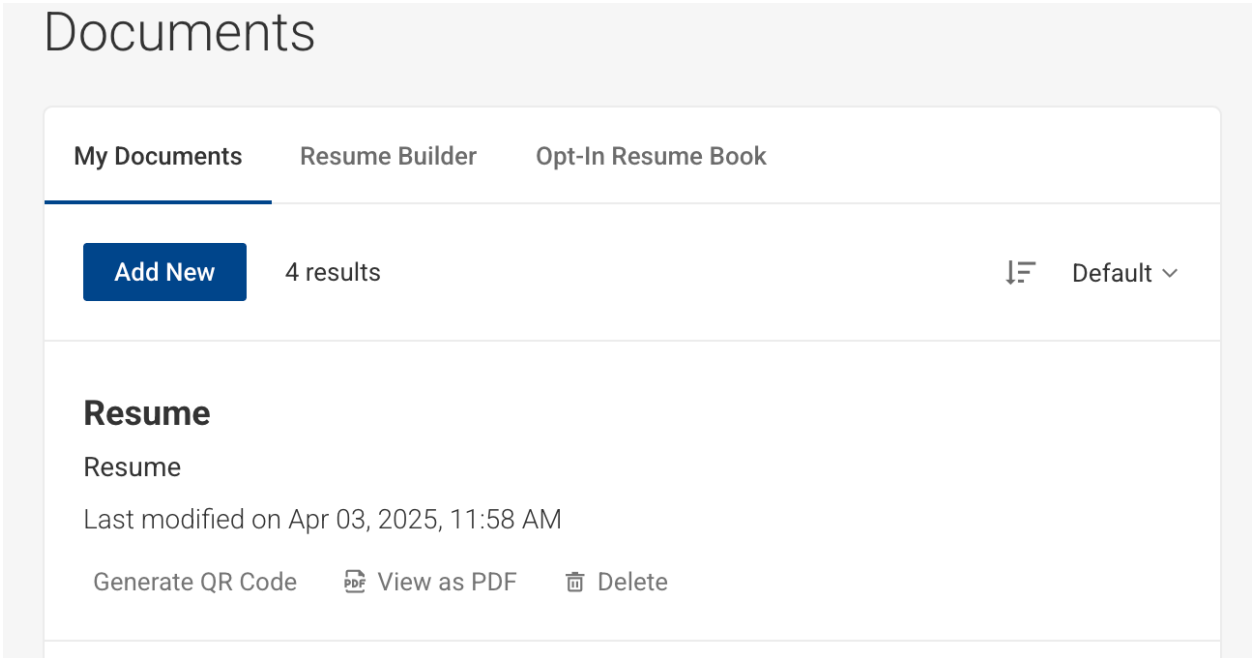
Documents

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.



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.