



# Create a Resume

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The Resume Builder helps users create a professional resume.

Resumes created in Pathful Explore:

- Can be edited as many times as needed.
- Can be downloaded.

## Access the Resume Builder

1. From the **Employability** drop-down menu, select **Resume builder**.
2. Select the **+New resume** button or the edit icon next to an existing resume.
3. Complete each section of the resume. The resume auto-saves as you go, but selecting **Save and Close** (located at the top) is best practice before clicking away from the Resume builder screen.
4. Example resumes are linked on the right of the Resume builder page.

