

# Create a Resume

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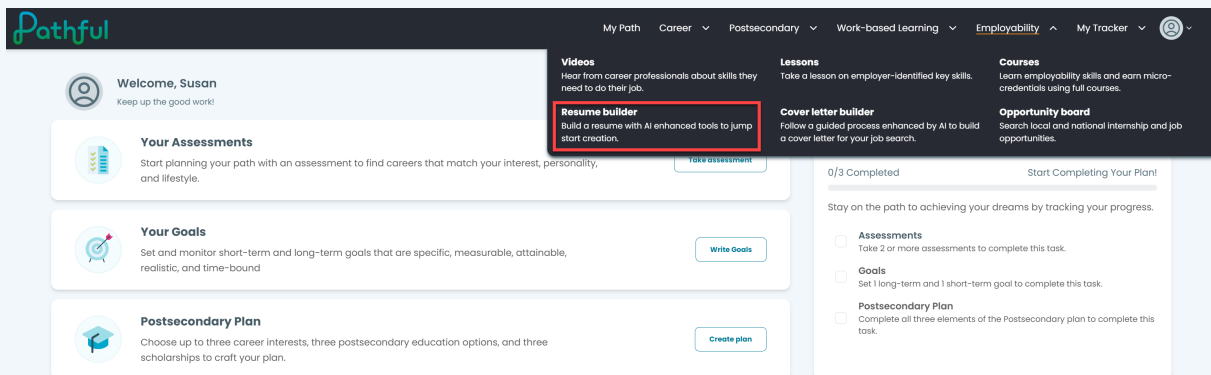
The Resume Builder helps users create a professional resume.

Resumes created in Pathful Explore:

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

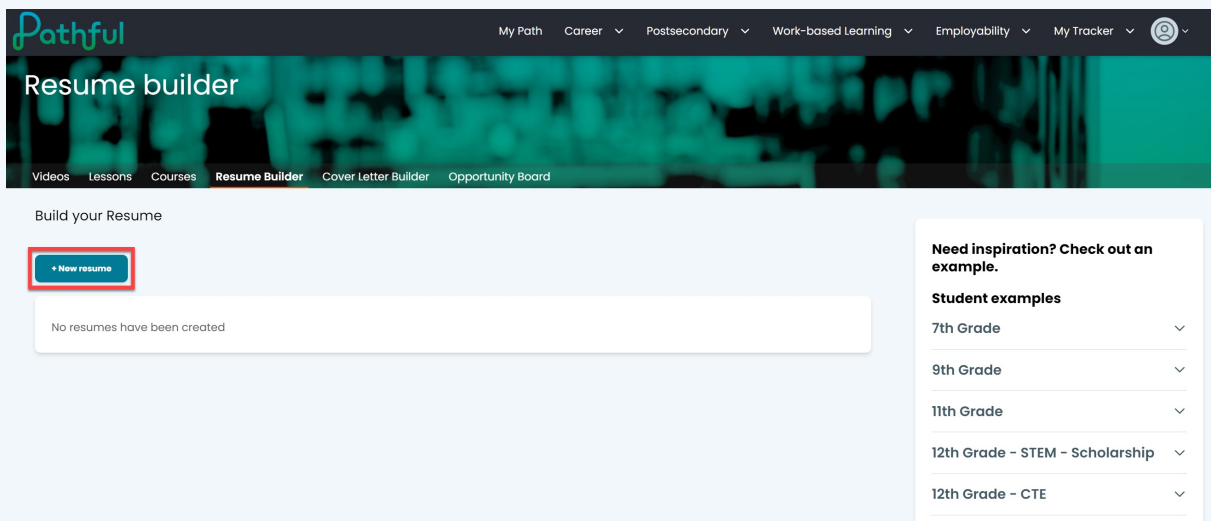
## Access the Resume Builder

1. From the **Employability** drop-down menu, select **Resume builder**.



The screenshot shows the Pathful dashboard for a user named Susan. The top navigation bar includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Employability' menu is open, and the 'Resume builder' option is highlighted with a red box. Other options in the menu include 'Videos', 'Lessons', 'Courses', 'Cover letter builder', and 'Opportunity board'. The main content area features several cards: 'Welcome, Susan', 'Your Assessments', 'Your Goals', 'Postsecondary Plan', '0/3 Completed', and 'Start Completing Your Plan!'. The 'Resume builder' card is highlighted with a red box.

2. Select the **+New resume** button or the edit icon next to an existing resume.



The screenshot shows the Pathful Resume builder interface. The top navigation bar includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Resume builder' page is active, and the '+ New resume' button is highlighted with a red box. The main content area features a 'Build your Resume' section with a '+ New resume' button and a message 'No resumes have been created'. On the right side, there is a section titled 'Need inspiration? Check out an example.' with a list of student examples: '7th Grade', '9th Grade', '11th Grade', '12th Grade - STEM - Scholarship', and '12th Grade - CTE'. Each example has a dropdown arrow next to it.

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.

# Resume builder

- Videos
- Lessons
- Courses
- Resume Builder**
- Cover Letter Builder
- Opportunity Board

## Build your Resume

A well-done resume will successfully communicate your education, experience, and skill-sets to potential employers. Use the Resume Builder to create your resume.

Back

Save and Close

General Information

Resume Title:  
Susan Resume 10/22/2024

First Name: Last Name: Middle Name:

Address 1: Address 2:

City: State: Zip:

Home Phone: Cell Phone: Email:

**Need inspiration? Check out an example.**

**Student examples**

- 7th Grade
- 9th Grade
- 11th Grade
- 12th Grade - STEM - Scholarship
- 12th Grade - CTE

**Adult examples**

- Vocational Rehabilitation
- General Workforce with Military Experience

