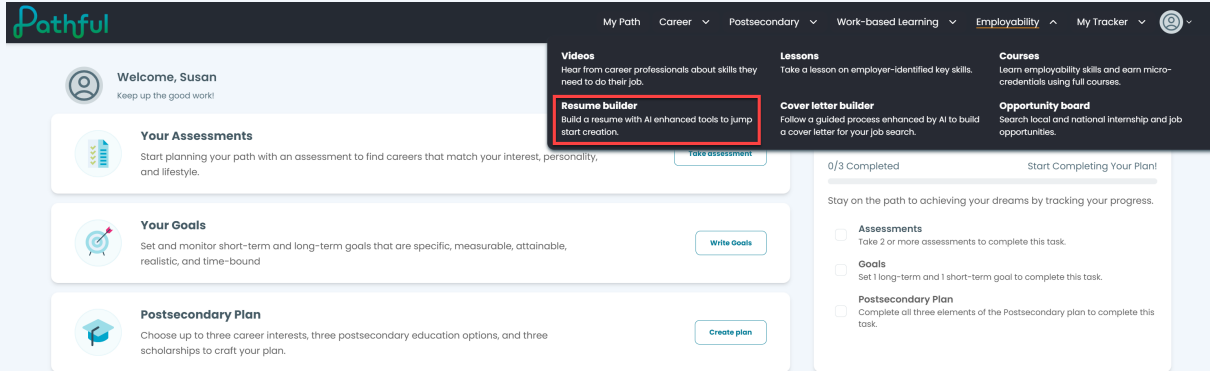


# Delete a Resume

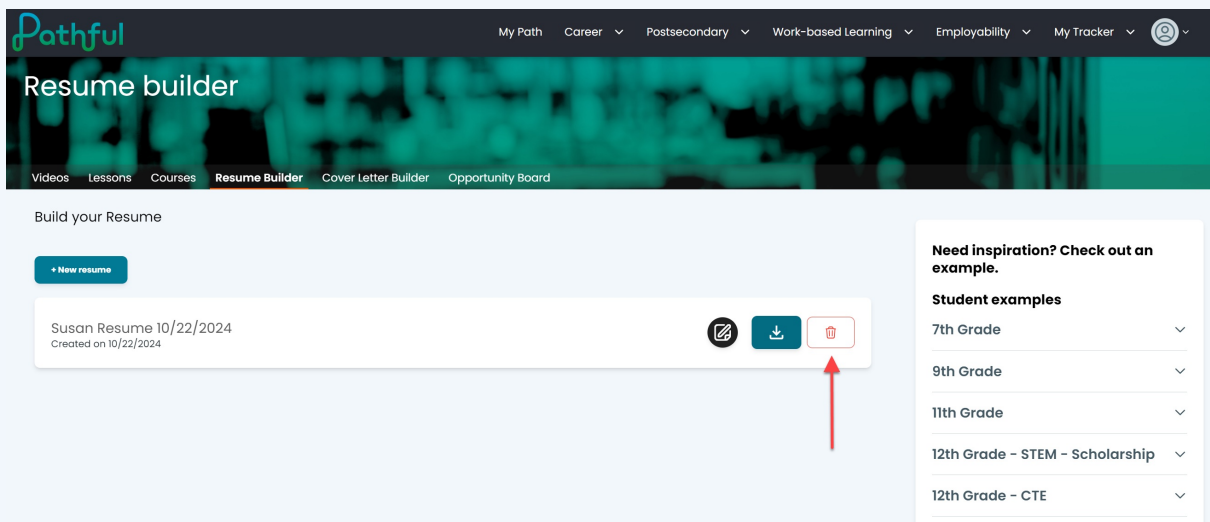
Last Modified on 10/22/2024 10:34 am EDT

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



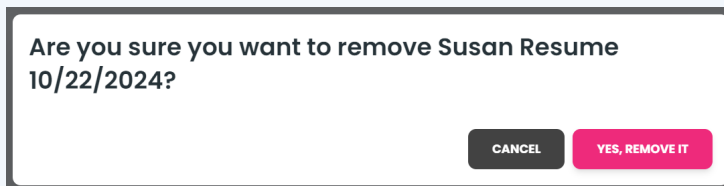
The screenshot shows the Pathful dashboard for user Susan. The top navigation bar includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Employability' menu is open, and 'Resume builder' is highlighted with a red box. Other options in the menu include 'Videos', 'Lessons', 'Courses', 'Cover letter builder', and 'Opportunity board'. The main content area features sections for 'Your Assessments', 'Your Goals', and 'Postsecondary Plan', each with a corresponding button.

2. Select the delete icon next to the resume you want to remove.



The screenshot shows the 'Resume builder' interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Resume builder' and has a sub-header 'Build your Resume'. There is a '+ New resume' button and a list of resumes. The first resume is 'Susan Resume 10/22/2024', created on 10/22/2024. To the right of the resume name are three icons: a pencil (edit), a download arrow, and a trash can (delete). A red arrow points to the trash can icon. On the right side of the interface, there is a section titled 'Need inspiration? Check out an example.' with a list of 'Student examples' including '7th Grade', '9th Grade', '11th Grade', '12th Grade - STEM - Scholarship', and '12th Grade - CTE'.

3. Confirm you want to remove this resume.



The screenshot shows a confirmation dialog box with the text 'Are you sure you want to remove Susan Resume 10/22/2024?'. At the bottom of the dialog are two buttons: 'CANCEL' and 'YES, REMOVE IT'.

4. **WARNING:** deleting a resume is permanent!