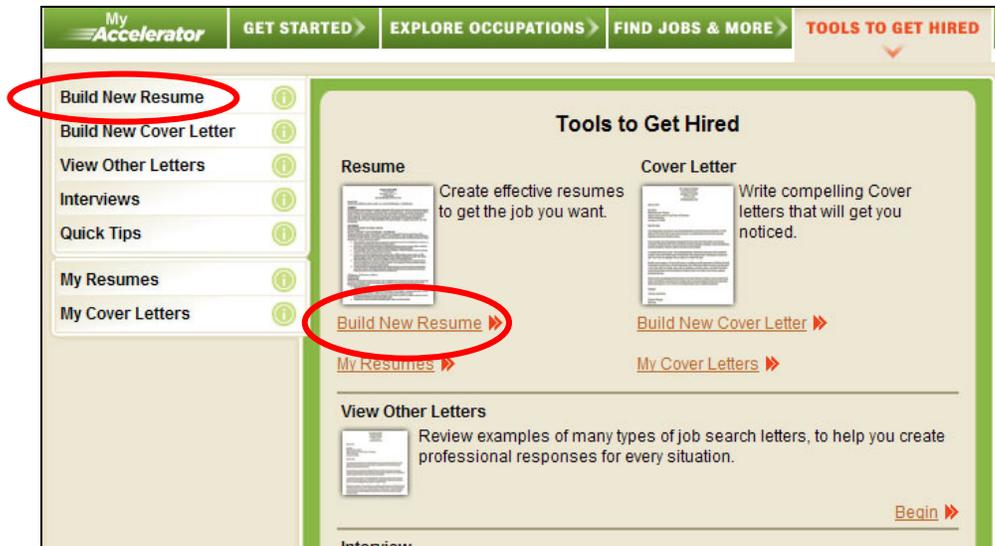


## Resume Builder User Guide

Resume Builder provides you with everything you need to build effective resumes—and guides you through the entire process. Use this helpful guide to discover how to take full advantage of its innovative features and capabilities.

To **create a new resume**, click on the **TOOLS TO GET HIRED** tab. Then select **Build New Resume** from the list of options.



Name your resume and include a brief description. This is solely for your use and will not be viewed by employers.

Next, answer the questions that follow—the more you tell Job & Career Accelerator about yourself, the more personalized your resume guidance will be. If you do not answer these questions, you will receive general guidance.

When you're finished, click **Start Resume Builder**.

A great resume grabs people's attention and makes them want to learn more about you. Job & Career Accelerator works with you to build a resume that's sharp, focused, and just right for the job you're seeking. Just follow these easy steps:

**1 Name your resume**

My Resume

Describe your resume (optional)

This is a description of my resume.

**2** Do you already have a resume and want to access it in Job & Career Accelerator? No problem, just click here:

[Upload My Resume](#)

Your answers to the following questions are important. They'll help the innovative **Resume Builder** get to know you better and provide personalized guidance and advice as you build a resume that highlights your background, skills, and goals.

**2** Which of the following best describes your current experience level?

- I'm a new job seeker with little or no previous work or related educational experience.
- I'm currently enrolled in an undergraduate, technical, or vocational program and I'm working towards a certification.
- I'm a recent graduate of a college, technical, or vocational program.
- I'm an entry-level job seeker with less than two years of work experience.
- I'm a mid-level job seeker with between two and eight years of work experience.
- I'm an experienced job seeker with more than eight years of work experience.
- I'm looking for a research or academic job.
- None of the above

**3** Do any of the following describe your current work situation? If not, click [No](#).

- I have a gap of six months or longer in my work history.
- I'm transitioning from the military to the civilian workforce.
- I'm eager to change careers.
- No.

**4** Select the category that best describes your target job.

Select a Job Family

[Start Resume Builder](#) ▶

Want to use an existing resume? Just click **Upload My Resume**. Please note, only DOCX, DOC, RTF, and PDF formats can be used.

Resume Builder pages are organized into four areas:

The screenshot shows the Job & Career Accelerator Resume Builder interface. At the top, there is a navigation bar with links for 'GET STARTED', 'EXPLORE OCCUPATIONS', 'FIND JOBS & MORE', and 'TOOLS TO GET HIRED'. Below this is a 'Resume Name' field and a 'RESUME BUILDER' section with sub-links for 'COVER LETTER BUILDER' and 'VIEW OTHER LETTERS'. A 'Quick View' toolbar is visible, containing links for 'Quick View', 'Tips', 'Caution!', 'Examples', and 'Action Words'. The main content area is divided into two columns. The left column is the 'Section List', which includes sections like 'Header', 'Headline', 'Highlights of Qualifications', 'Experience', 'Education', 'Skills', 'Licenses / Certifications', 'Honors / Awards', 'Publications / Presentations', 'Professional Associations', 'Additional Information', 'Endorsements', and 'Add a Section'. The right column is the 'Resume Input' area, where users enter their personal information. This area includes fields for 'First Name', 'Middle Name', 'Last Name', 'Address', 'City', 'State/Province/Region', 'Country', 'ZIP/Postal Code', 'E-mail', 'URL', 'Home Phone', and 'Cell Phone'. A 'Browse Model Resumes' section is also present, showing a list of model resumes categorized by 'Marketing, Sales and Service Model Resumes' and 'All Model Resumes'. Callout boxes provide additional information: one points to the 'Quick View' toolbar, another to the 'Browse Model Resumes' section, a third to the 'Section List', and a fourth to the 'Resume Input' area.

The **Toolbar** contains helpful resources like **Quick View**, which gives you a snapshot of your resume at any step.

The **Browse Model Resumes** area lets you view a wide array of effective resumes from a variety of industries, complete with expert feedback.

You can format, organize, and save your resume, or jump to any section, through the **Section List**.

Enter your personal information in the **Resume Input** area.

## ABOUT MODEL RESUMES

You have the ability to view a wide array of effective resumes, which were carefully screened and selected by our team of experts. It's a great way to help you build your own winning resumes.

Select a **Job Family** when you first begin building your resume, and you'll get targeted model resumes that are organized by experience level and role.

All model resumes are available for you to view. You can view them by **Job Family, Experience Level, or Role.**

**Browse Model Resumes**

Looking at model resumes can really help you develop your own resume. Below is a set of resumes that have been created for the types of jobs you've told us that you're interested in.

If you'd like to see other resumes, browse **All Model Resumes** below. You can either view them by the field that best matches your area of interest by viewing by **Job Family**, or look at resumes by **Experience Level** or **Role**.

▼ **Marketing, Sales and Service Model Resumes**

- Post-Secondary Student: Retail Associate
- Post-Secondary Student: Sales Associate
- Recent College/Technical Graduate: Marketing Management
- Recent College/Technical Graduate: Sales, Marketing Assistant

▼ **All Model Resumes**

View By:  Job Family  Experience Level  Role

- ▶ Agriculture, Food and Natural Resources
- ▶ Architecture and Construction
- ▶ Arts, Audio/Video Technology and Communications
- ▶ Business, Management and Administration
- ▶ Education and Training
- ▶ Finance
- ▶ Government and Public Administration
- ▶ Health Science
- ▶ Hospitality and Tourism
- ▶ Human Services

Every model resume includes notes from a career expert, explaining its effectiveness. Just click **Expert Notes** to view.

To use any section of a model resume in your resume, click on the  button, or click **Use Entire Model Resume**.

The sections you select will be placed in your resume, where you can format and edit them to suit your needs. There are some parts of a model resume that you can not use—these include sections with personal information, such as the name of your school and year of graduation.

**Back to Model Resumes**

If you like a certain section of the resume, click on the + next to that section and it will automatically appear in the matching section for your resume. If you want to copy the entire resume, click on Use Entire Model Resume.

Once you have made your selection, you can then edit and add to the text as needed to really make it your own. **Remember**, at this stage, you are only adding text to the sections. You will format your resume by clicking on Preview/Format.

**Post-Secondary Student: Sales Associate**

Expert Notes

 **Use Entire Model Resume**

**Nat Greenwald**  
29 Beechwood Drive  
Cranbury, MA 55555  
nathaniel@yourdomain.com  
Home: 555-555-5555

 **HEADLINE**  
Driven and results-oriented business major with strong interest in sales

 **HIGHLIGHTS OF QUALIFICATIONS**

- Team player and leader
- Detail-oriented
- Strong critical thinking, analytical, and research skills
- High-energy personality

**EDUCATION**  
Bachelor of Science, Business Administration  
Fitchburg State College, Fitchburg, MA, Expected 6/2012

 **Courses Completed Include:**

- Understanding Global Business
- Finite Mathematics
- Macroeconomics
- Statistics of Business and Economics
- Financial Accounting
- Microeconomics
- Managerial Accounting

## SECTION FEATURES

To help you complete each section of the Resume Builder, you'll get personalized instruction and expert guidance based on your experience level.

Click **view more** to expand any informational section.

Many sections offer **additional targeted information** based on work role. Click the link to view more.

You can **format** text in the input area of any section.

To save your progress and return to your resume later, click **Finish Later**.

To save and continue building your resume, click **Save & Continue**.

Think about this section of your resume as your opportunity to pitch job-related skills and accomplishments to a recruiter or employer. Use strong action words, and be sure to answer the question, "What can I do for an employer?"

[view more](#)

 Additional Information for Military to Civilian

**B** *I* U |   ▼

**Finish Later | Save & Continue**

Some resume sections have unique formatting features:

### Header

If you completed the **My Profile** page, much of the information in your Header section will be filled out for you. Be sure to review all information in a section before moving forward.

**Create Resume** ⓘ

**Header** ⓘ

Enter your personal information below. Always be sure to check spelling and accuracy of names, numbers, etc.

**Headline** ⓘ

NOTE: We respect your privacy. This information is gathered solely for your personal use while utilizing Job & Career Accelerator.

**Highlights of Qualifications** ⓘ

**Experience** ⓘ

**Education** ⓘ

**Skills** ⓘ

**Licenses / Certifications** ⓘ

**Honors / Awards** ⓘ

**Publications / Presentations** ⓘ

**Professional Associations** ⓘ

**Additional Information** ⓘ

**Endorsements** ⓘ

**Add a Section** ⓘ

**PREVIEW | FORMAT** ⓘ

First Name\*: Francis Middle Name: Scott Last Name\*: Fitzgerald

Address: (max. 200 characters)  
15 Main Street

City: Saint Paul State/Province/Region: Minnesota

Country: United States ZIP/Postal Code: 55109

E-mail: FScott@email.com

URL:

Home Phone: 555 - 555 - 5555 Cell Phone: 555 - 555 - 5555

\* These fields are required.

Reset Finish Later | Save & Continue

### Headline

In addition to standard formatting options, the Headline section allows you to add horizontal bullets to display your individual skills or accomplishments—just click **Add**.

**Create Resume** ⓘ

**Header** ⓘ

**Headline** ⓘ

Like a newspaper headline, your resume Headline should capture the reader's attention by demonstrating your knowledge of the job and your ability to meet the employer's needs. Career experts now prefer Headlines to the outdated "Objective" once used on many resumes. Remember, Headlines are optional. [view more](#)

**Highlights of Qualifications** ⓘ

**Experience** ⓘ

**Education** ⓘ

**Skills** ⓘ

**Licenses / Certifications** ⓘ

**Honors / Awards** ⓘ

**Publications / Presentations** ⓘ

**Professional Associations** ⓘ

**Additional Information** ⓘ

**Additional Information for Military to Civilian**

**B I U** | **ABC** | **Add**

Driven • Dedicated • Knowledgeable

Finish Later | Save & Continue

### Experience

Resume Builder gives you the flexibility to choose how your experience is organized and displayed.

If you want to organize your work experience into groups, such as "Sales Experience," include the group name in the **Job Group** field. You have the ability to add several job groups with multiple jobs in each. If you leave this field blank, it will not display in your final resume.

Click **Present** if you are still employed at your most recent job.

If you've held more than one position at a company, click **Add Another Job** to enter the previous title(s) and experience, but leave the **Name of Employer** field blank.

Click **Add Another Job** to continue your work experience. You can add as many jobs as you'd like.

This is an important section of a mid-level job seeker's resume. List your work experience in reverse chronological order, starting with your present or most recent job, and then go backward.

In the Job Description box, write a clear and concise description of ... [view more](#)

**Additional Information for Military to Civilian**

Job Group: [What is this?](#)  
Sales Experience

Your Title:  
Fitness & Bicycle Department Team Leader/Sales Associate

Name of Employer:  
Patty's Bike Shop

City: Congers State/Province/Region: New York

Country: United States

Start Date: 4 2009 End Date: Present  
Month Year

Job Description:

- Ensure that each customer receives outstanding service by promoting a friendly store environment and providing expert knowledge of equipment and how the body responds to various workouts
- Oversee employee scheduling and communicating company objectives to sales associates
- Assist in processing and replenishing merchandise and monitoring floor stock

Job Accomplishment:

- Built The Campus Camper coupon book in a new market, through cold calling and building client relationships
- Sold over \$40,000 in ad revenue, closing 60 clients in only 9 weeks
- Ranked 4th in the nation for sales out of 150 Account Executives
- Ranked 1st in the nation out of all salespeople in

Save This Job

**Add Another Job** Finish Later | Save & Continue

## Education

Include all relevant education information here.

Click **Add Another School** to continue your educational experience. You can add as many schools or degrees as you'd like. You must save information about a school before adding another school.

List your most recent degrees first. Do not abbreviate the school name, regardless of how well known it is. Graduation dates are optional. You may choose to leave your graduation date off to try to curtail age discrimination, but if so, consider the fact that most readers may then assume that you are more senior than you actually may be, or that... [view more](#)

**Additional Information for Military to Civilian**

Degree Earned:  
Bachelor of Science

Major Area of Study:  
Business Administration

Name of the School/College:  
New York University

Location of the School/College:  
New York, NY

Graduation Date:  
5 2004  Expected

Additional Information:  
**B I U** |

**Concentration:** Marketing/Hospitality and Tourism  
**Minor:** Russian Studies  
**GPA:** 3.85

Save This School | Cancel

**+** Add Another School Finish Later | Save & Continue

## Add a Section

This allows you to customize your resume by adding as many unique sections as you wish. Be sure to include a **Section Title** for each, so that they are clear to readers.

Click **Add Another Section** to expand your resume. You must save the information in a customized section before adding another.

You can customize your resume by adding a unique section title and content. You may substitute this customized section for one of the existing sections, or use it as a totally new content area. This feature allows you to add as many unique sections as you want. When you format, you will be able to move this section to any position in your resume. Just be sure that whatever you add does not duplicate information found elsewhere in your resume.

Section Title \* :  
Volunteer Experience

Content:  
**B I U** |

- Manage a high volume soup kitchen on Saturdays.
- Volunteer 4-6 hours a week at the Corn City Animal Shelter.

Save This Section | Cancel

**+** Add Another Section Finish Later | Save & Continue

When you format your resume, you'll be able to organize sections based on your preferences.

## PREVIEW AND FORMAT YOUR RESUME

Click the **Quick View** option in the Toolbar to view a snapshot preview of your resume at any time. After entering all of your resume information, click **PREVIEW/FORMAT** to format your resume.

The **Style Toolbar** allows you to apply different style templates to your resume.

Click the **edit** link in any section to make additional changes.

Click and grab the sidebar on any section to move it on your resume.

The screenshot shows the 'RESUME BUILDER' interface. At the top, there's a navigation bar with 'RESUME BUILDER | COVER LETTER BUILDER | VIEW OTHER LETTERS | INTERVIEWS | QUICK TIPS'. Below this is a toolbar with 'Save | Close | Make a Copy | Send to Google | Tips | Print | Download'. The main content area is titled 'Resume Name: My Resume' and includes an 'Apply a Style:' section with a dropdown menu set to 'Arial' and 'Regular' font style, and four radio buttons for 'Style 1 (Default)', 'Style 2', 'Style 3', and 'Style 4'. The resume preview shows contact information for Francis Scott Fitzgerald, a summary as a Financial Analyst Intern, an 'EXPERIENCE' section with three roles, an 'EDUCATION' section for a Bachelor of Science in Finance, and a 'SKILLS' section. Red arrows from the text on the left point to the 'Style Toolbar', the 'edit' links in the sidebar, and the 'PREVIEW | FORMAT' button.

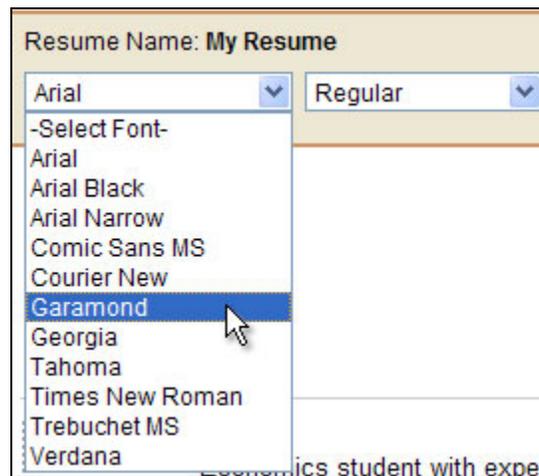
**A note about section ordering:** Your resume will be automatically ordered according to your chosen experience level. You have the ability to order your resume in any way you choose in **PREVIEW/FORMAT** mode.

## APPLYING STYLES

The **Style Toolbar** lets you further customize your resume.

### **Font and Type Size**

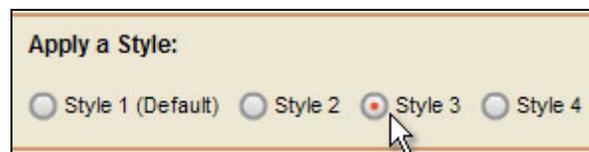
Customize your resume font using the dropdown menus.



### **Style Templates**

There are four different style templates available to choose from, each providing a different look and feel for your resume.

To change your resume style, simply click one of the style buttons. You can change styles, fonts, and font sizes as often as you'd like.



[edit](#) **Francis Scott Fitzgerald**  
 15 Main Street  
 Saint Paul, MN 55109  
 Home: 555-555-5555  
 Cell: 555-555-5555  
 FScott@email.com

---

[edit](#) **Financial Analyst Intern**  
 Economics student with experience working closely with senior analysts in the Diversified Industries, High Yield, and Specialty Finance Research groups.

---

[edit](#) **EXPERIENCE**

Eric T. Productions, New City, NY  
 2/2004–Present  
**Intern**

- Perform in-depth research on equity indices, including the creation of unique indices.
- Execute sensitivity analysis for interest rate movement on thrifits.
- Write extensively on current financial and economic topics.

LearningExpress, LLC, New York, NY  
 4/2006–5/2008  
**Intern**

- Assist in the initiation of coverage for several companies, including the construction of financial models.
- Conduct projection of future earnings, financial solvency, and in-depth validation analysis on selected companies.
- Aid in the analysis of public documents, including Form 10-K and 10-Q filings.
- Develop industry comparisons based on price to earnings, price to book, and other financial ratios.
- Identify undervalued companies.
- Regularly attend morning meets, recognize actionable ideas, and relay information to sales staff.

Pat Hamm Industries, New York, NY  
 3/2005–4/2006  
**Business News Department Intern**

- Contributed to research and writing to customized daily news briefings reaching the President of the United States of America, the Cabinet, and the White House senior staff.
- Instrumental in the launch and publication of customized daily news brief for top officials in FEMA, including the Director. Produced substantial portion of research and writing.
- Performed under extreme deadline pressure and adapted to workday that began at 2:00 A.M.

---

[edit](#) **EDUCATION**

Bachelor of Science, Finance, New York University, New York, NY 5/2010  
 GPA: 3.9

---

[edit](#) **SKILLS**

- Proficient in Microsoft Excel, Word, Access and PowerPoint, AdvantaX
- Fluent in Italian

**Style Template 1 Example**

[edit](#) **Francis Scott Fitzgerald**  
 15 Main Street  
 Saint Paul, MN 55109  
 Home: 555-555-5555  
 Cell: 555-555-5555  
 FScott@email.com

---

[edit](#) **Financial Analyst Intern**  
 Economics student with experience working closely with senior analysts in the Diversified Industries, High Yield, and Specialty Finance Research groups.

---

[edit](#) **EXPERIENCE**

**Eric T. Productions** New City, NY  
**Intern** 2/2004–Present

- Perform in-depth research on equity indices, including the creation of unique indices.
- Execute sensitivity analysis for interest rate movement on thrifits.
- Write extensively on current financial and economic topics.

**LearningExpress, LLC** New York, NY  
**Intern** 4/2006–5/2008

- Assist in the initiation of coverage for several companies, including the construction of financial models.
- Conduct projection of future earnings, financial solvency, and in-depth validation analysis on selected companies.
- Aid in the analysis of public documents, including Form 10-K and 10-Q filings.
- Develop industry comparisons based on price to earnings, price to book, and other financial ratios.
- Identify undervalued companies.
- Regularly attend morning meets, recognize actionable ideas, and relay information to sales staff.

**Pat Hamm Industries** New York, NY  
**Business News Department Intern** 3/2005–4/2006

- Contributed to research and writing to customized daily news briefings reaching the President of the United States of America, the Cabinet, and the White House senior staff.
- Instrumental in the launch and publication of customized daily news brief for top officials in FEMA, including the Director. Produced substantial portion of research and writing.
- Performed under extreme deadline pressure and adapted to workday that began at 2:00 A.M.

---

[edit](#) **EDUCATION**

New York University New York, NY  
 Bachelor of Science, Finance 5/2010  
 GPA: 3.9

---

[edit](#) **SKILLS**

- Proficient in Microsoft Excel, Word, Access and PowerPoint, AdvantaX
- Fluent in Italian

**Style Template 2 Example**

edit	<p><b>FRANCIS SCOTT FITZGERALD</b>                  15 Main Street                  Saint Paul, MN 55109                  Home: 555-555-5555 • Cell: 555-555-5555 • FScott@email.com</p>
edit	<p><b>Financial Analyst Intern</b>                  Economics student with experience working closely with senior analysts in the Diversified Industries, High Yield, and Specialty Finance Research groups.</p>
edit	<p><b>Experience</b></p> <p><b>Intern</b>                  Eric T. Productions, New City, NY, 2/2004–Present</p> <ul style="list-style-type: none"> <li>Perform in-depth research on equity indices, including the creation of unique indices.</li> <li>Execute sensitivity analysis for interest rate movement on thrifts.</li> <li>Write extensively on current financial and economic topics.</li> </ul> <p><b>Intern</b>                  LearningExpress, LLC, New York, NY, 4/2006–5/2008</p> <ul style="list-style-type: none"> <li>Assist in the initiation of coverage for several companies, including the construction of financial models.</li> <li>Conduct projection of future earnings, financial solvency, and in-depth validation analysis on selected companies.</li> <li>Aid in the analysis of public documents, including Form 10-K and 10-Q filings.</li> <li>Develop industry comparisons based on price to earnings, price to book, and other financial ratios.</li> <li>Identify undervalued companies.</li> <li>Regularly attend morning meets, recognize actionable ideas, and relay information to sales staff.</li> </ul> <p><b>Business News Department Intern</b>                  Pat Hamm Industries, New York, NY, 3/2005–4/2006</p> <ul style="list-style-type: none"> <li>Contributed to research and writing to customized daily news briefings reaching the President of the United States of America, the Cabinet, and the White House senior staff.</li> <li>Instrumental in the launch and publication of customized daily news brief for top officials in FEMA, including the Director. Produced substantial portion of research and writing.</li> <li>Performed under extreme deadline pressure and adapted to workday that began at 2:00 A.M.</li> </ul>
edit	<p><b>Education</b></p> <p><b>Bachelor of Science, Finance</b>                  New York University, New York, NY 5/2010                  GPA: 3.9</p>
edit	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Proficient in Microsoft Excel, Word, Access and PowerPoint, AdvantaX</li> <li>Fluent in Italian</li> </ul>

Style Template 3 Example

edit	<p><b>FRANCIS SCOTT FITZGERALD</b> 15 Main Street                  Saint Paul, MN 55109</p> <p>Home: 555-555-5555                  Call: 555-555-5555                  FScott@email.com</p>
edit	<p><b>Financial Analyst Intern</b>                  Economics student with experience working closely with senior analysts in the Diversified Industries, High Yield, and Specialty Finance Research groups.</p>
edit	<p><b>EXPERIENCE</b></p> <p><b>Eric T. Productions Intern</b> New City, NY                  2/2004–Present</p> <ul style="list-style-type: none"> <li>Perform in-depth research on equity indices, including the creation of unique indices.</li> <li>Execute sensitivity analysis for interest rate movement on thrifts.</li> <li>Write extensively on current financial and economic topics.</li> </ul> <p><b>LearningExpress, LLC Intern</b> New York, NY                  4/2006–5/2008</p> <ul style="list-style-type: none"> <li>Assist in the initiation of coverage for several companies, including the construction of financial models.</li> <li>Conduct projection of future earnings, financial solvency, and in-depth validation analysis on selected companies.</li> <li>Aid in the analysis of public documents, including Form 10-K and 10-Q filings.</li> <li>Develop industry comparisons based on price to earnings, price to book, and other financial ratios.</li> <li>Identify undervalued companies.</li> <li>Regularly attend morning meets, recognize actionable ideas, and relay information to sales staff.</li> </ul> <p><b>Pat Hamm Industries Business News Department Intern</b> New York, NY                  3/2005–4/2006</p> <ul style="list-style-type: none"> <li>Contributed to research and writing to customized daily news briefings reaching the President of the United States of America, the Cabinet, and the White House senior staff.</li> <li>Instrumental in the launch and publication of customized daily news brief for top officials in FEMA, including the Director. Produced substantial portion of research and writing.</li> <li>Performed under extreme deadline pressure and adapted to workday that began at 2:00 A.M.</li> </ul>
edit	<p><b>EDUCATION</b></p> <p>New York University                  Bachelor of Science, Finance                  GPA: 3.9</p> <p>New York, NY                  5/2010</p>
edit	<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>Proficient in Microsoft Excel, Word, Access and PowerPoint, AdvantaX</li> <li>Fluent in Italian</li> </ul>

Style Template 4 Example

### The PREVIEW/FORMAT Toolbar

The PREVIEW/FORMAT toolbar offers a number of options:



**Save**—To save your resume at any time, click the **Save** button. Your resume will be saved to your **My Resumes** page.

**Close**—To close your resume, click the **Close** button. This will take you to your **My Resumes** page. Be sure to hit **Save** before closing your resume.

**Make a Copy**—If you want to change your resume for another job, you can make a copy of it for later use. Be sure to give it a clear name and description so you can find it later.

**Send to Google**—If you have a Google Docs Account, you have the option of sending your resume to Google Docs, which offers additional editing features.

**Tips**—Click **Tips** for helpful resume advice.

**Print**—Click **Print** to print your resume.

**Download**—This feature lets you download your resume to your desktop. You can save your resume in **Rich Text Format (.rtf)**, as a **Microsoft Office Word 2007 document (.docx)**, or as an **Adobe PDF document (.pdf)**. If you're working on a public computer, be sure to save your resume to a portable storage device, such as a flash drive.

**\*Choose your download format carefully:**

- Select **Rich Text Format** if you or the recipient *do not* have Microsoft Office Word 2007.
- Select **Adobe PDF document** if you're *certain* that you're done editing and *only* need to e-mail or print your resume.
- Select **Microsoft Office Word 2007 document** *only* if your computer has Microsoft Office 2007 or newer, and you're *certain* that the recipient can open files in this format.

## MY RESUMES PAGE



All of your saved resumes are stored on your **My Resumes** page, and can be accessed anytime from the **Tools to Get Hired** page—just click on either of the **My Resumes** links. You can also access your resumes from your **My Accelerator** page.

To edit a saved resume click **Edit**; to delete it, click **Delete**.

You also have the option of copying, previewing, and printing a resume, as well as downloading it to your desktop in three different formats.