Directions for Developing a Resume on Resume Builder

1. Go to **app.humanesources.com** and click on the SignUp link
2. Set up an account
3. Activate your account through the email message sent
4. Go back to humanesources and log in
5. Click on My Data Builder
6. Choose Start From Scratch
7. Enter your contact information and click Continue

8. Enter your previous employment information

9. In the Display Name content box enter the Position again
10. In the Responsibilities and Accomplishments section enter bullet points using the formula:

Action verb + Task +How or Why or Using What Skill

11. Continue to click on Add Experience until you have entered all of your work experience
12. Click on Continue to Education

13. Add your education information without entering a start date

14. Do not add Personal Skills

15. Continue to Technical Skills and start typing your first technical skill completing it by choosing from the drop-down menu, then choose skill level by sliding scale

16. Click on Continue to Language Competencies, if you are a United States citizen who speaks a language or languages other than English enter only that language in first box and continue to add other languages/ If you are not a United States citizen and speak English along with other languages, enter English in the first box and continue to add any other languages necessary

17. **Do not enter a Professional Summary**

18. Click on Add Custom Sections and depending on your experiences add all that apply and in this order:
Academic Experience
Relative Coursework
Honors or Activities or Honors and Activities
Volunteer Experience

19. Click Finalize

Screenshot 1

human eSources
Your potential. Our passion.

MyData Builder
- Contact Information
- Work Experience
- Work Experience Review
- Education
- Education Review
- Personal Skills
- Technical Skills
- Language Competencies
- Professional Summary
- Finalize
- PREVIEW RESUME

90%

FINALIZE

As the final step in MyData builder process, please add all professional development, certifications, or training programs you completed in the professional development section below. If you would like to add any further details not included in the main data collection sections, please use the custom section to add specific details like hobbies, club or other sections that employers would find relevant on resumes.

∧ PROFESSIONAL DEVELOPMENT

B I U   ⠿ ⠿

Enter certifications, training programs and professional development courses taken. Include relevant dates, institution names and if a certificate or license was awarded
eg PMP Project Management Institute - Jan 2022

∨ CUSTOM SECTIONS

⊕ BACK
Professional Summary

FINALIZE ⊕

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Screenshot 2

human eSources
Your potential. Our passion.

MyData Builder
- Contact Information
- Work Experience
- Work Experience Review
- Education
- Education Review
- Personal Skills
- Technical Skills
- Language Competencies
- Professional Summary
- Finalize
- PREVIEW RESUME

90%

FINALIZE

As the final step in MyData builder process, please add all professional development, certifications, or training programs you completed in the professional development section below. If you would like to add any further details not included in the main data collection sections, please use the custom section to add specific details like hobbies, club or other sections that employers would find relevant on resumes.

∨ PROFESSIONAL DEVELOPMENT

∧ CUSTOM SECTIONS

Section name *
Honors and Activities

B I U   ⠿ ⠿

Details: *
Honor Society
Scholarships
Clubs/Organizations
Dean's List/President's List

Section name *
Volunteer Experience

⊕ BACK
Professional Summary

FINALIZE ⊕

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Screenshot 3

MyData Builder
- Contact Information
- Work Experience
- Work Experience Review
- Education
- Education Review
- Personal Skills
- Technical Skills
- Language Competencies
- Professional Summary
- Finalize
- PREVIEW RESUME

Volunteer Experience

B I U   ⠿ ⠿

Details: *
Event   Date
Organization   Date/hours

Section name *
Relevant Courses

B I U   ⠿ ⠿

Details: *
Up to six relevant course names-DO NOT WRITE ACRONYM/NUMBERS
Ex: Thermodynamics
DO NOT USE: ME 300

Section name *
Academic Experience

B I U   ⠿ ⠿

Details: *
Relevant Projects , Papers, Presentations, Publications
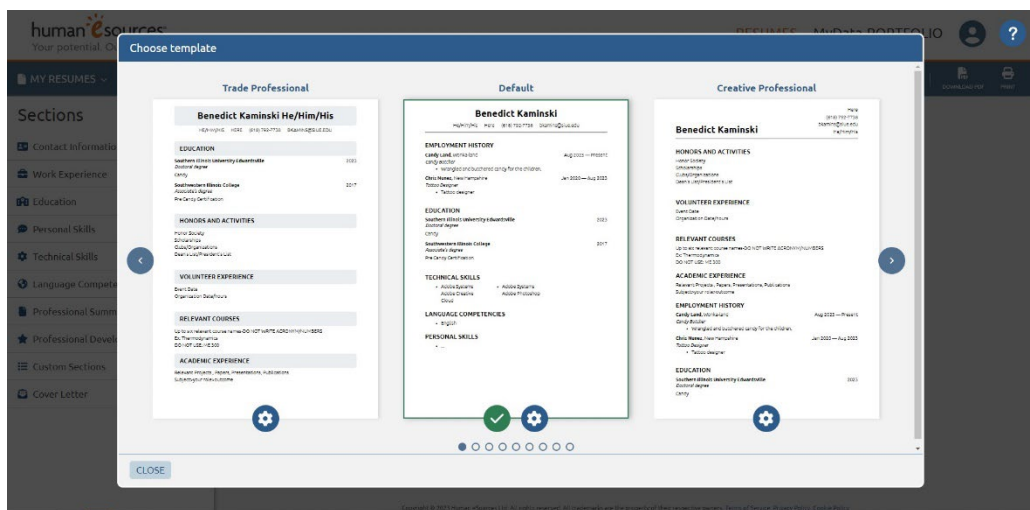Subject>your role>outcome
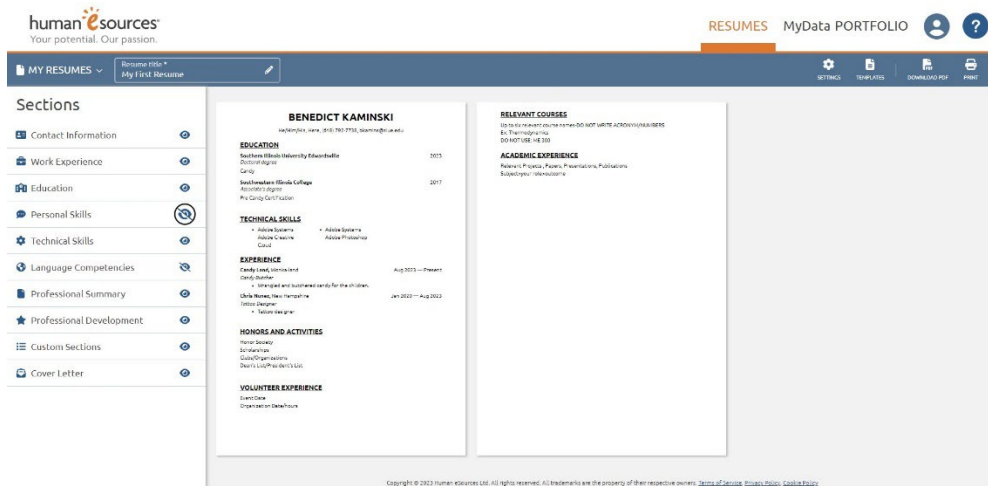
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Professional Summary

FINALIZE ⊕

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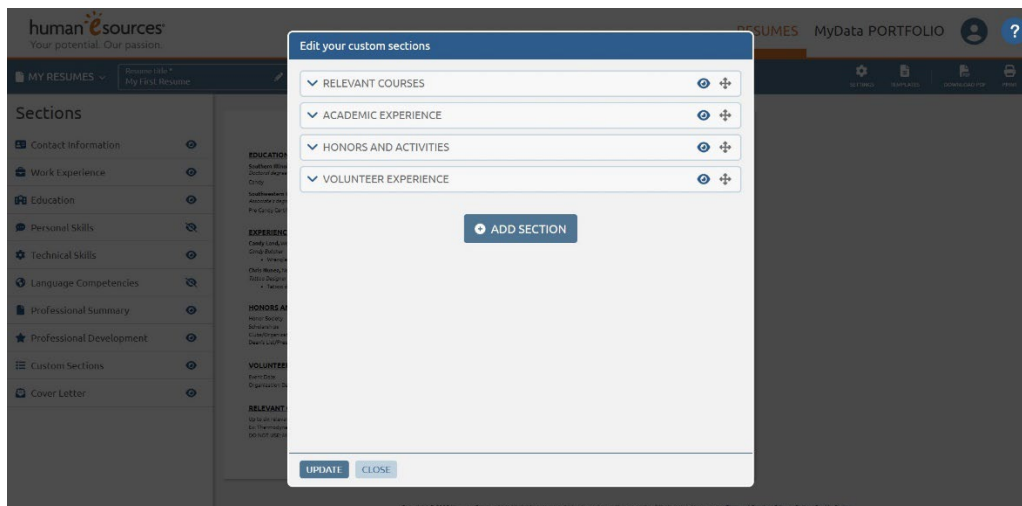
20. Click Show My Resume
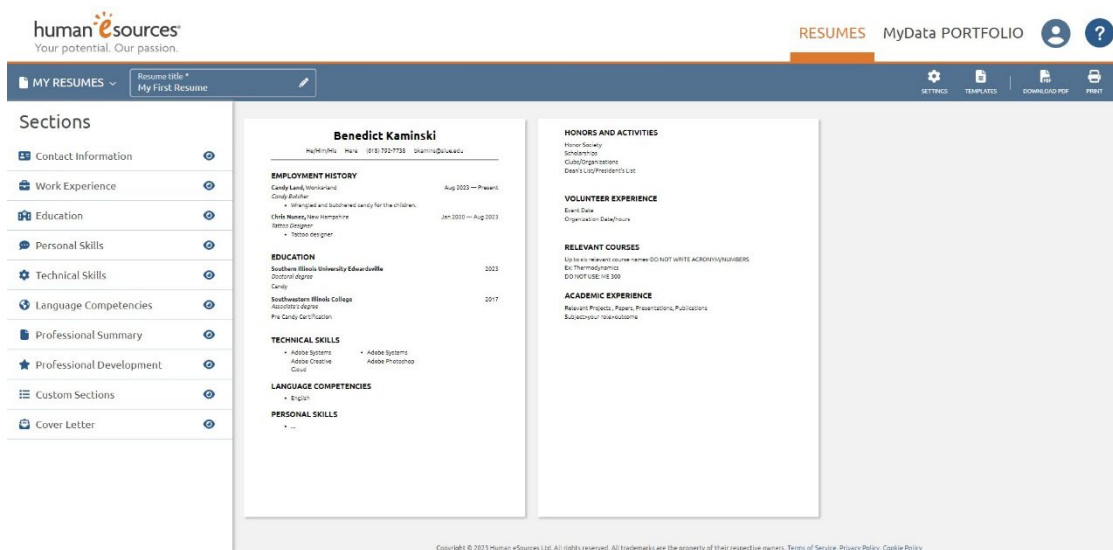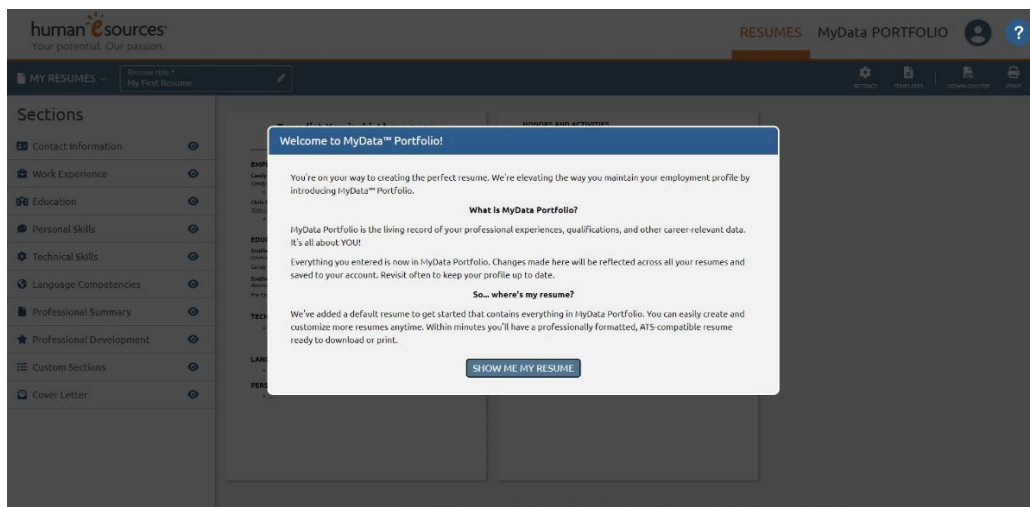
21. Click Choose Templates and Click on Recent Graduate 2

22. Hover over Experience and use the Arrows icon to move the section under Education
23. Hover over Custom Setting and use arrows icon to move the block under Technical Skills

24. Click Update and Close

25. Download as a PDF using icon in upper right-hand corner
26. Upload to Cougar Jobline on the Career Development Center