

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

The screenshot shows the 'MyData Builder' interface with the 'CONTACT INFORMATION' section selected. The form asks 'How would you like employers to contact you?' and includes the following fields:

- Full name *
- Professional credentials
- Pronoun (dropdown menu)
- Email *
- Phone* (with a flag icon)
- Preferred method of contact* (dropdown menu, with 'Email' selected)
- Location
- Social link
- Social link

At the bottom of the form, there is a 'CONTINUE' button with a right arrow icon. A 'PREVIEW RESUME' button is located in the left sidebar. The footer contains copyright information for Human eSources Ltd.

8. Enter your previous employment information

The screenshot shows the 'MyData Builder' interface with the 'WORK EXPERIENCE' section selected. The form is titled 'NEW POSITION' and includes the following fields and sections:

- Position *
- Display name on resume *
- Employer name *
- Location *
- Is it your current job? (checkbox)
- Start date * (with a calendar icon)
- End date * (with a calendar icon)
- Responsibilities & Accomplishments section with a text area for 'Your responsibility *' and an 'ADD RESPONSIBILITY' button.
- An 'ADD EXPERIENCE' button at the bottom.

Navigation buttons 'BACK' and 'CONTINUE' are visible at the bottom. The footer contains copyright information for Human eSources Ltd.

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

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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

30%

WORK EXPERIENCE

TATTOO DESIGNER
Chris Nunez

Position*
Tattoo Designer

Display name on resume*
Tattoo Designer

Employer name*
Chris Nunez

Location*
New Hampshire

Start date*
Feb 2020

End date*
Aug 2023

Is it your current job?

Responsibilities & Accomplishments

Your responsibility*
Tattoo designer

ADD RESPONSIBILITY

ADD EXPERIENCE

BACK
Contact Information

CONTINUE
Work Experience Review

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

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MyData Builder

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PREVIEW RESUME

30%

EDUCATION

NEW EDUCATION
New name

Type of education*

Institution name*

Location*

Start date

Grad date*

Degree/Program*

Graduated

Fields of study

Additional details:
Use this space to expand upon your education experience by including details such as honors, awards, extracurricular activities, co-curricular activities, internships, study abroad programs, capstone projects and the like. We suggest you utilize the Examples button below as a prompt.

EXAMPLES

BACK
Work Experience Review

CONTINUE
Education Review

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- Add your education information without entering a start date

MyData Builder

- Contact Information
- Work Experience
- Work Experience Review
- Education**
- Education Review
- Personal Skills
- Technical Skills
- Language Competencies
- Professional Summary
- Finalize

PREVIEW RESUME

EDUCATION

DOCTORAL DEGREE
Southern Illinois University Edwardsville

Type of education*
College/University

Institution name*
Southern Illinois University Edwardsville

Location*
Edwardsville, Illinois

Start date*
May 2023

Grad date*
May 2023

Degree/Program*
Doctoral degree

Graduated

Field of study
Candy

Additional details
Use this space to expand upon your education experience by including details such as honors, awards, extracurricular activities, co-curricular activities, internships, study abroad programs, capstone projects and the like. We suggest you utilize the Examples button below as a prompt.

EXAMPLES

ADD EDUCATION

BACK Work Experience Review

CONTINUE Education Review

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MyData Builder

- Contact Information
- Work Experience
- Work Experience Review
- Education**
- Education Review
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PREVIEW RESUME

DOCTORAL DEGREE
Southern Illinois University Edwardsville

ASSOCIATE'S DEGREE
Southwestern Illinois College

Type of education*
College/University

Institution name*
Southwestern Illinois College

Location*
Belleville, Illinois

Start date*
Aug 2017

Grad date*
Aug 2017

Degree/Program*
Associate's degree

Graduated

Field of study
Fire Candy Certification

Additional details
Use this space to expand upon your education experience by including details such as honors, awards, extracurricular activities, co-curricular activities, internships, study abroad programs, capstone projects and the like. We suggest you utilize the examples button below as a prompt.

EXAMPLES

ADD EDUCATION

BACK Work Experience Review

CONTINUE Education Review

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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

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Suggest jobs for the perfect profession.

MyData Builder

- Contact Information
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- Technical Skills**
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PREVIEW RESUME

TECHNICAL SKILLS

Skill *

Novice Intermediate Advanced

ADD SKILL

Tattoo Designer

Select more skills from a different position:

Position

- C#
- C++
- Dassault Systemes CATIA
- Extensible markup language XHL
- Facebook
- Hypertext markup language HTML
- InMail QuickBooks
- JavaScript
- Microsoft Office
- Microsoft PowerPoint
- Microsoft Word

BACK Personal Skills

CONTINUE Language Competencies

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- Contact Information
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PREVIEW RESUME

60%

TECHNICAL SKILLS

SKILL *
Adobe Systems Adobe Creative Cloud

Novice Intermediate Advanced

SKILL *
Adobe Systems Adobe Photoshop

Novice Intermediate Advanced

ADD SKILL

Tattoo Designer
Select more skills from a different position:
Position

- Adobe Systems Adobe Acrobat
- Adobe Systems Adobe After Effects
- Adobe Systems Adobe Creative Cloud
- Adobe Systems Adobe Illustrator
- Adobe Systems Adobe InDesign
- Adobe Systems Adobe Photoshop
- Autodesk 3D Studio Design
- Autodesk AutoCAD
- C#
- C++
- Dassault Systemes CATIA

BACK Personal Skills CONTINUE Language Competencies

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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

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MyData Builder

- Contact Information
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PREVIEW RESUME

10%

LANGUAGE COMPETENCIES

Language *

Native language

Novice Intermediate Advanced

ADD LANGUAGE

BACK Technical Skills CONTINUE Professional Summary

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The screenshot shows the 'MyData Builder' interface for 'human resources'. The left sidebar lists various sections: Contact Information, Work Experience, Work Experience Review, Education, Education Review, Personal Skills, Technical Skills, Language Competencies, Professional Summary (highlighted), and Finalize. A 'PREVIEW RESUME' button is located below the sidebar. The main content area is titled 'PROFESSIONAL SUMMARY' and contains a text input field with a rich text editor toolbar (bold, italic, underline, list, link, unlink, image, video, audio, embed, help). Below the text field are two buttons: 'BACK Language Competencies' and 'CONTINUE Finalize'. A copyright notice is visible at the bottom: 'Copyright © 2010 Human Resources Ltd. All rights reserved. All trademarks are the property of their respective owners. Jobs of Service, Jobs of Service, Jobs of Service'.

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

The screenshot shows the 'MyData PORTFOLIO' interface. A modal dialog box titled 'Edit your custom sections' is open, displaying a list of sections to be added to the resume: 'RELEVANT COURSES', 'ACADEMIC EXPERIENCE', 'HONORS AND ACTIVITIES', and 'VOLUNTEER EXPERIENCE'. Each section has a plus icon and a minus icon. Below the list is an 'ADD SECTION' button. At the bottom of the dialog are 'UPDATE' and 'CLOSE' buttons. The background shows the 'Sections' sidebar with 'Custom Sections' selected. A copyright notice is visible at the bottom: 'Copyright © 2010 Human Resources Ltd. All rights reserved. All trademarks are the property of their respective owners. Jobs of Service, Jobs of Service, Jobs of Service'.

19. Click Finalize

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MyData Builder

- Contact Information
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PREVIEW RESUME

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

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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PROFESSIONAL DEVELOPMENT

CUSTOM SECTIONS

Section name *
Honors and Activities

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

Section name *
Volunteer Experience

BACK Professional Summary FINALIZE

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MyData Builder

- Contact Information
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- Finalize**

PREVIEW RESUME

Volunteer Experience

Details *
Event Date
Organization Date/hours

Section name *
Relevant Courses

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

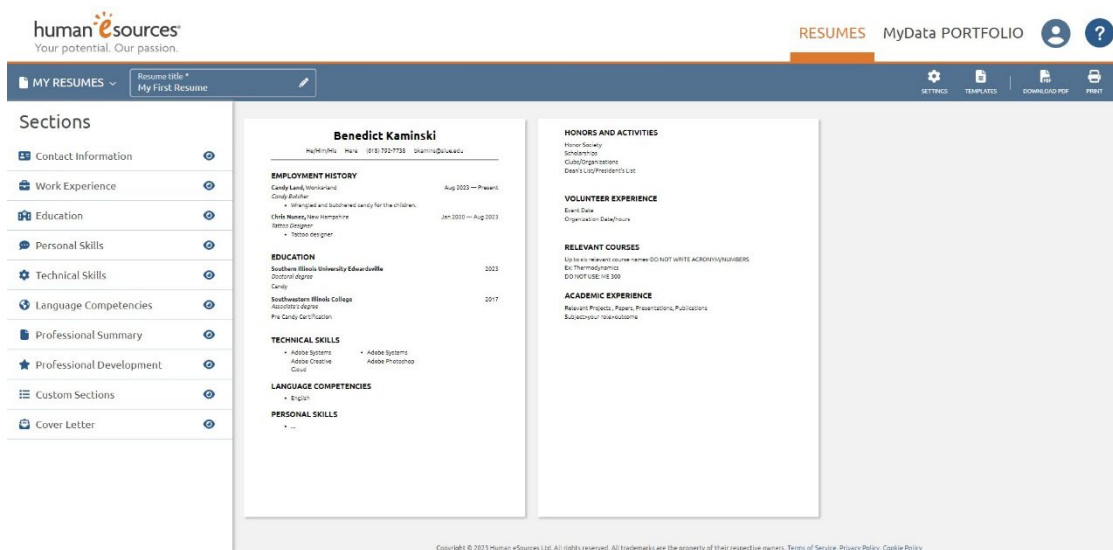
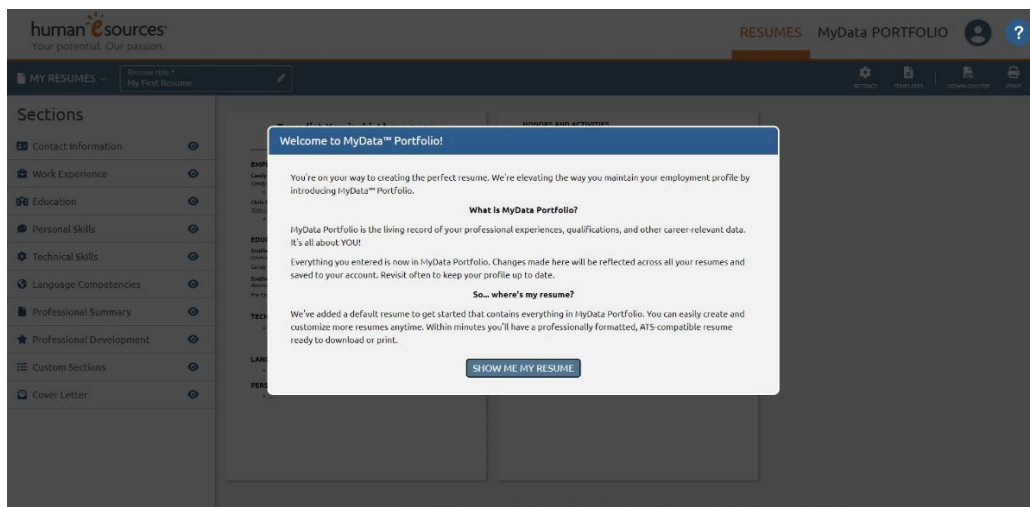
Section name *
Academic Experience

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

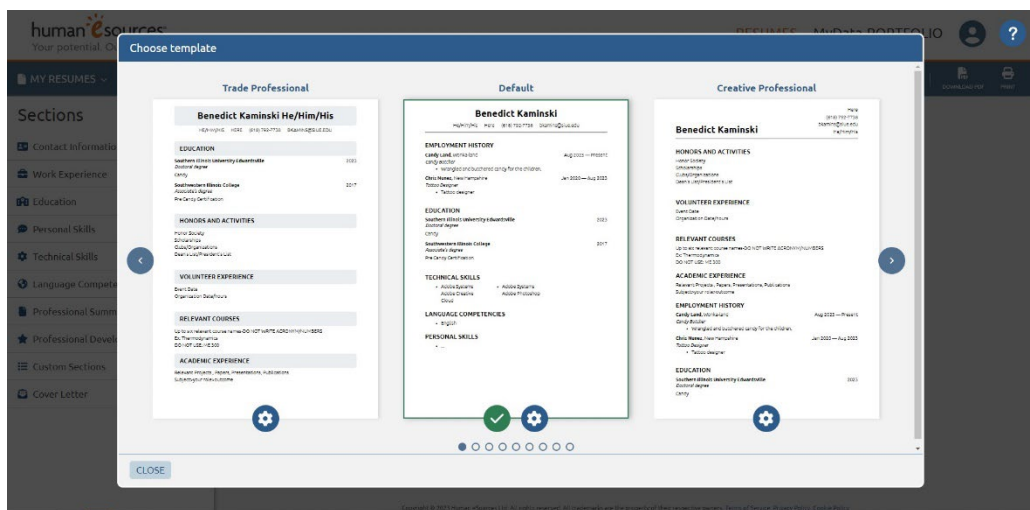
BACK Professional Summary FINALIZE

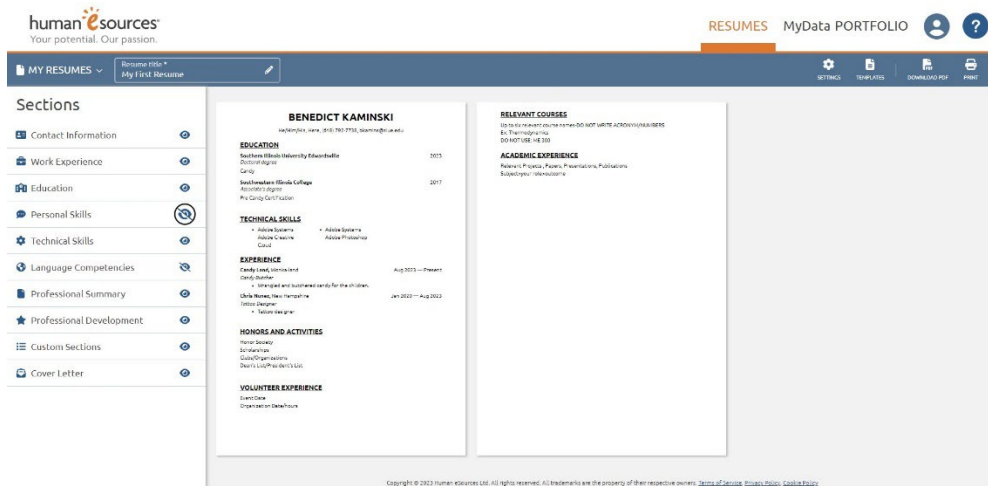
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20. Click Show My Resume

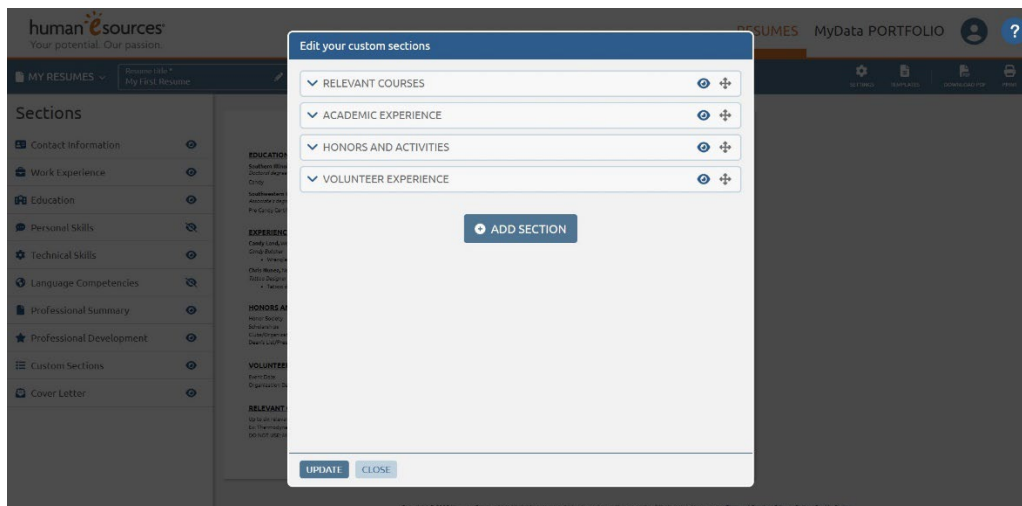


21. Click Choose Templates and Click on Recent Graduate 2





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

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RESUMES MyData PORTFOLIO

MY RESUMES Resume 1861 My First Resume

SETTINGS TEMPLATES DOWNLOAD PDF PRINT

Sections

- Contact Information
- Work Experience
- Education
- Personal Skills
- Technical Skills
- Language Competencies
- Professional Summary
- Professional Development
- Custom Sections
- Cover Letter

BENEDICT KAMINSKI
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EDUCATION

Southern Illinois University Edwardsville
Bachelor's Degree
2023

Southwestern Illinois College
Associate Degree
2021

Pre-Geny Certification

EXPERIENCE

Faculty Search Committee
Chair
Aug 2023 – Present

Office Manager
University of Iowa
Jan 2020 – Aug 2023

RELEVANT COURSES

EDUCATION MANAGEMENT DO NOT WRITE ACROSS THESE BARS
EDUC 500-501-502

ACADEMIC EXPERIENCE

Research Projects, Papers, Presentations, Publications
Sustained Professionalism

HONORS AND ACTIVITIES

Member of
Sigma Xi
Phi Kappa Phi
Delta Chi (President's List)

VOLUNTEER EXPERIENCE

Education
Charter School

TECHNICAL SKILLS

- Adobe Systems
- Adobe Creative Cloud Photoshop
- Excel

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25. Download as a PDF using icon in upper right-hand corner

26. Upload to Cougar Jobline on the Career Development Center