



College Central Network Resume Builder Tutorial



Quick Registration

1. Go to the CCN website: www.collegecentral.com/ncstatecollege
2. Click the **"Students"** (or **"Alumni"**) button → In the future, this is where you will log-in.
3. Click the **"Create Account"** button → Choose user ID and password → **"Continue"**
4. Enter all demographic information. Fields with an asterisk (*) are required. *Fill in this information accurately, as it will auto-fill when you use the Resume Builder.*
5. Click **"Submit Information."** You will then see a confirmation that your information has been accepted.
6. Click the **"Go to My Home Page"** link.

Resume Builder

Use the Resume Builder on College Central Network to create a clean, well-written resume to send to employers directly through the job board. Also, with your permission, employers on College Central Network will be able to search for your resume when it is completed/uploaded. Let's get started!

1. Click the **"My Resumes"** link on the left menu on the Home Page:

The screenshot shows the user interface of the College Central Network. At the top, there is a header for 'North Central State College & The Ohio State University Mansfield' with contact information. Below this is a navigation menu on the left with various options. The 'My Résumés' option is highlighted with a red circle. The main content area features several search buttons: 'Search Postings to My School', 'Search over 500,000 Jobs', and 'Search up to 25,000 Internships'. There is also a 'Media Library' section with a 'College Central Podcasts' link and a 'Listen here!' button.

2. At this point, you have the option to **"Upload Your Resume"** or use the **"Resume Builder."** If you already have created a resume that you'd like to upload to the job board, then choose the upload option. However, if you'd like to create a resume with the builder, click **"Resume Builder."**

- You are prompted to choose between a *chronological* or *functional* resume before continuing. You may read about the differences before selection, and the career counselor also has resources on the different types of resume formats. There are also **examples** available to view. Once you decide, **NAME** your resume, and click the **green “Build It!” button**.

Chronological
Résumé Format

Choose this format if...

- > You are a college student, newly graduated or will graduate soon.
- > You want to emphasize dates, job titles, and names of employers.
- > You can exhibit a continuous and focused career path.

Functional
Résumé Format

Choose this format if...

- > You want to emphasize your experience and accomplishments in terms of the functions you performed on the job.
- > You want to highlight skills rather than dates of employment.

Name your Chronological Résumé: **Build It!**

READ THIS

The **chronological résumé** is the most common form of résumé in use today and is preferred by most recruiters and hiring managers. As the name implies, this format provides employers with a timeline of your employment history.

Generally speaking, your most recent job or school is listed first, followed in reverse chronological order by previous work experience.

This format is most appropriate for a high school or college graduate who is entering the workforce for the first time. It also works well for people who have a stable work history and show consistent growth within a career field.

If you feel this format is most appropriate for your job search, **give your new résumé a title in the field above** and click the **Build It!** button.

You'll then proceed to the next step where you can begin adding content to the various résumé components.

You'll find additional examples and résumé writing resources there, as well.

The following checklist will help you craft a high-impact résumé that will get noticed:

- Keep it to one page, if possible.
- Make it clear, concise, and inviting to read.
- Include your correct name, address, phone number and email address.
- State an objective and/or summary of qualifications
- Clearly communicate what you have accomplished, can do and will do.
- Show continuous growth, covering any gaps positively.
- Highlight quantifiable successes.
- Use direct, expressive and clear language.
- Make it a true reflection of who you are.
- Don't, under any circumstances, lie.

Need help deciding if this format is right for you?

Click to view these sample Chronological Résumés:

- Accounting
- Biology
- Business
- Business Administration
- Criminal Justice
- Elementary Education
- Management
- Marketing
- Healthcare

- You should now have the Builder open. Fill in the different sections with your content by using the *Resume Builder Tools*. There is a key to navigate the builder on the left, which is helpful. Add your

Key To Résumé Builder Tools

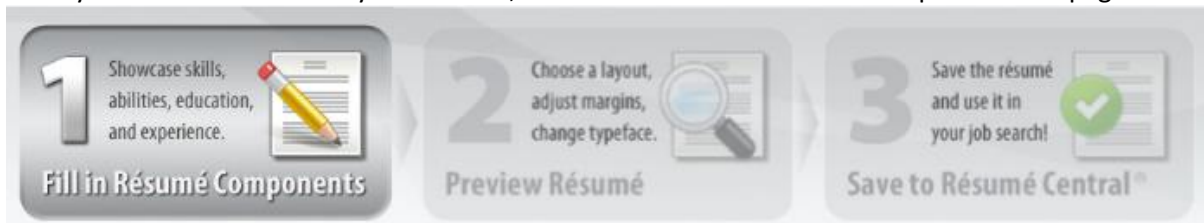
- Edit an entry or title
- Add a new entry or section
- Remove an entry or section
- Move entry up/down
- Move section up/down

Contact Information by clicking on the **green plus sign (+)** to the right of the heading. Double check that the information is all correct, then **“Add Contact Information.”** You can always go back and edit the content in this section by clicking the **pencil (🖋)** within the section. Go through other sections and continue to add your content.

- Tips for Successful Building:

- There are resume examples, resume tips and advice, and a list of action verbs available underneath the Resume Builder Tool Key to the left of the content builder.
- If you need to leave and come back to work on your resume later, your resume saves automatically. You are safe to simply log out of your CCN account.
- All sections (except *Contact Information*) are **optional**. But the auto-imported headers/sections give you a guideline for sections to use on your resume. I **strongly recommend** that you at least include an *Education* and *Experience* and/or *Skills* section. If you do not add content to a section, it will not appear when you **“Preview Resume,”** so don't worry about not being able to delete it.
- Asterisks (*) mean that a field is required, and there is no way to get around this requirement within the builder.

- e. When there is an option to write a “*Description*” (Objective, Experience, Skills, Education, Other sections) you can either use paragraph block text or a bulleted list by selecting the option.
 - f. Chronological Resume, Experience section: You can only add one job/experience at a time; add more experiences by clicking the **green plus sign**. Edit a previous entry by clicking the **pencil** on that entry. Delete an entry by clicking the **red subtraction sign**. Edit the header by clicking the **pencil** next to the header.
 - g. Functional Resume, Experience section: You can only add one skill at a time, so be sure that you enter the skill in the top field then describe the skill attainment below. Then, use the **green plus sign** to create an additional entry for the next skill.
 - h. Functional Resume, Employment History section: There is not a “*Description*” option because functional resumes are meant to highlight skills rather than timelines. Keep this in mind when choosing your resume format.
 - i. Education section: Be sure to write your degree in the “Degree/Certification” field, and major in the “First Major” field. Your major is not your degree. Also, your GPA is not required, so think about whether or not you want to list your GPA. Remember not to use abbreviations or slang in the Education section. You can only add one school at a time, so click the **green plus sign** to add another entry/school, if you’ve attended more than one college.
 - j. “Add a Section” → You have the ability to include any section that showcases your individual background, skills, interests, and experiences. You can customize this resume so it’s all about you. Think about if you’d like to list any kind of leadership or volunteer experiences/skills, interests, professional affiliations and publications, etc., and include it here by clicking on the **green plus sign**.
6. Once you have entered all of your content, click “**Preview Resume**” at the top of the webpage:



Now you will see a preview of your resume with your content. You can select different layouts and edit the formatting by clicking on the “**Edit Style/Layout**” button located below the “**Fill in Resume Components**” button.

- 7. View the resume style options by hovering over them with your cursor. Select an option by clicking the radio dial underneath the image. You can also change the margins, font typeface, and font size of your resume, as well as save it as a Microsoft Word or Adobe Acrobat file. If you do not have Microsoft Office on your home computer/device, I **strongly suggest** saving it as an Adobe Acrobat file, so you can open it from any computer/device. *However, Adobe Acrobat files typically cannot be edited after saved, so you’ll only be able to edit your saved resume in the CCN resume builder.*
- 8. Once you are happy with your resume content, style, and formatting, click “**Save to Resume Central.**” Once you complete this step, your resume will sent to the career counselor for resume review and feedback before upload to College Central Network.

Other resume builders:

- Resume Hero on Career Coach: ncstatecollege.emsicareercoach.com
- ohiomeansjobs.com

Caitlin Rethorst | Career Counselor
crethorst@ncstatecollege.edu | 419-755-4786
 102 Kee Hall | 163 Kehoe Center