

Key Terms

- Resume**
A brief account of vocational experience and professional qualifications prepared by a job applicant for prospective employers.
- Cover Letter**
A document that explains why an applicant is uniquely qualified for a job position, that provides additional information to an employer about the candidates skills and experience.
- Objective**
A statement that describes the type of career a job applicant is seeking, often tailored to a specific opportunity the candidate is applying for.

The Resume Builder has four sections.

1. Basic Information

Basic Information | Experience | Education | Skills

First and Last Name
Joe Belsterling

Email Address
joe@majorclarity.com

Phone number
555112222
ex. (999)-999-9999

Your address (Street, city, state, zip)
117 S. 14th street Richmond, VA 23219
ex. 20 W Newton St. Richmond, VA 98107

Objective
I am a dedicated person who wants to use my experience and training to assist others in the field of Teaching and Learning.
ex. "I am a dedicated person who wants to use her skills and education to help students achieve using both traditional and modern approaches."

Save Basic Information

Once you have added your information to the **Basic Information** tab, click the **Save** button.

4. Skills

Use the **Skills** tab to document both hard skills and soft skills that you have acquired through your work and volunteer experiences.

Add New Skill

Skill group
ex., 'Business Management'

Skills
Separate skills with a comma.
ex., 'Profit-loss analysis, PowerPoint, Microsoft Word'

Save

Need to compose a Cover Letter for a job or Work-Based Learning application?

Cover Letters

New Cover Letter

Cover Letter for Position #1

View Edit Delete

2. Experience

To add a new employment entry to your resume, click the blue 'Add Experience' button and fill in your information.

Basic Information | Experience | Education | Skills

Add experience

Graphic Designer at Richmond City Rollers
Richmond, VA
Jun 2020 - Aug 2020
Created proposals for clients and added my insight and expertise to help craft aesthetic content for my target audience.

Edit Delete

Experiences can be edited and deleted once they have been saved.

3. Education

To add schools you have attended, click the blue 'Add School' button in the **Education** tab and fill in the information. Click **Save** before moving to the last tab.

Basic Information | Experience | Education | Skills

Add school

MajorClarity Early College
Richmond, VA Aug 2019 - May 2024

Degree	N/A
GPA	3.2
Honors	N/A

Edit Delete

Now what?

To **view** your resume, click the 'Review/Download as PDF' button.

Review/Download as PDF

Download Customizable DOCX

To continue editing your resume in a word application outside of MajorClarity, export the document into a .DOCX file by clicking the 'Download Customizable DOCX' button.

Click the 'New Cover Letter' button to create a new document. Once saved, you may view, edit, or delete. You can also attach your documents to Work-Based-Learning opportunity applications.

Need help?

For questions about your account or the platform, use the live support chat feature.

Look for the chat icon in the bottom right corner of your screen.



Support Chat Hours
Monday - Friday
8AM to 5PM ET