

## *Showcase Skills with the Resume Builder Available on SeminoleLink*

The Career Center and FSU Alumni Association are co-sponsoring an interactive Resume Builder, which assists undergraduate and graduate students and alumni seeking part-time or full-time jobs and internships by allowing them to effectively showcase their skills. The Resume Builder is fully integrated with SeminoleLink and can be accessed with a valid FSU ID to create an unlimited amount of customizable resumes and cover letters online.

“We really encourage our students and alumni to be creative in building a resume that reflects their individual strengths and talents, and that’s exactly what resume builder does,” Dr. Jeff Garis, Director of The Career Center, said. “It provides many different examples reflecting all different kinds of fields: government, not-for-profit, business, engineering, human, sciences, education, and so on.”

The Resume Builder takes individual strengths and talents into consideration, rather than the typical fill-in-the-blank approach of other similar software. Seamless integration allows The Career Center staff to provide specific feedback and virtual critiques for the students' documents. Resume drafts can be submitted for review online and students can stop by for the Career Center for a full resume critique. The Resume Builder is relevant for all majors and fields. Documents can be generated in PDF, HTML and rich text formats, and the software includes a spell check and assistant-formatting for professional documents.

Students begin building their resume by entering their contact information. They are then able to select which format best suits their needs; there are formats for those seeking part-time as well as full time employment, and those pursuing internship positions or admittance into graduate school. Formats are categorized by major and come with predetermined sections; students are able to customize the order and titles of the sections, or add and delete sections as they see fit.

The next step is to input relevant information into each section. For those who are having trouble, full resume examples and industry-specific examples for each category are at their disposal. Finally, students can customize the document's typesets, section dividers, margins, etc.

After students have completed their resumes, they are highly encouraged to submit them online through SeminoleLink in order to obtain SeminoleLink *Plus!* Services.

**Basic services offer you the ability to:**

- Identify and network with alumni and friends of FSU using the Professional Network
- Receive e-mail notifications from our office regarding career programs and services
- Identify employers participating in career expositions, information sessions, and receptions
- View a list of part-time, seasonal, temporary, and summer jobs both on- and off- campus

***Plus!* services include the above and the ability to:**

- Search for internships, co-ops, and full-time jobs
- Receive job notifications via e-mail that match your profile
- Upload your resume to be included in online resume books and for referral to potential employers
- Sign up for mock interviews
- Sign up to interview on-campus for internships and full-time positions

For more information, please visit [career.fsu.edu/seminolelink](https://career.fsu.edu/seminolelink).