



CareerBeam: Resume Guide

CareerBeam's Resume section can be found on the main menu under the 'Getting The Job' tab. This module is content rich in all aspects of positioning users to attract the attention of potential employers. While a resume cannot get you a job, it is the 'hook' needed to set you apart from the multitude of candidates that may be vying for the same position.

CareerBeam provides the best resume creation tools to assist you in a step-by-step process, which produces a resume that markets your greatest strengths and accomplishments to potential employers.



Landing Page

The Resume landing page is designed to assist you in getting access to the key features of this section quickly and easily. You can access great content in 'Preparing Your Resume', start your resume creation process with Resume Builders, review examples of effective resumes in the 'Resume Library', prepare accomplishment-based resume bullets or evaluate your resume's effectiveness using the 'Resume Exercises'.

Preparing Your Resume

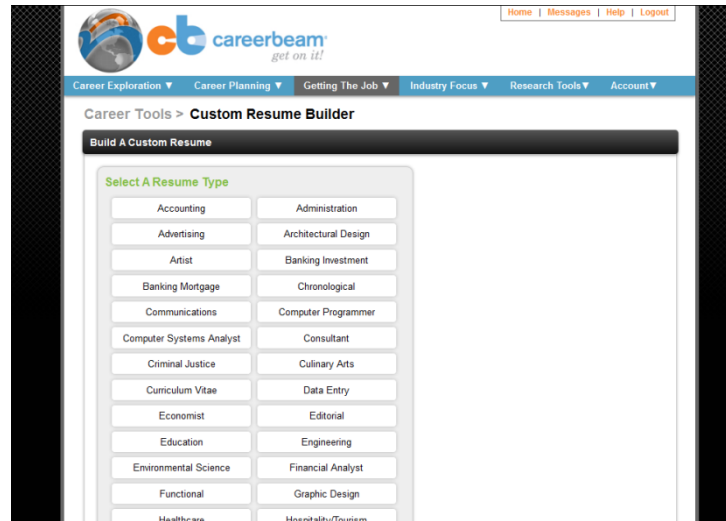
Here you can access detailed information on 'Preparing Your Resume' by clicking on the 'Read More' button. This section goes into detail regarding creating a GREAT vs. a good resume, appropriate content, different resume types and their uses, guidelines for preparing a professional resume and multiple builders to meet your needs.

Resume Builders

CareerBeam's 'Custom Resume Builder' offers templates for more than 50 different custom resumes. You can choose a builder based on format, such as, chronological, functional or curriculum vitae. Or, you can choose a template based on numerous job functions to help guide



you through your resume creation. Each template suggests appropriate sections, allowing the user to re-order the sections to meet their needs.



The experience section of the resume will suggest possible accomplishments related to the resume type selected. The builder will also display and allow you to incorporate any of the statements that you build within the 'Accomplishment Statement' exercise, into your resume with a simple click of a button.

The system will automatically name and save all resumes created in the system. You can then choose to make your resume 'public' or 'private' depending on whether you'd like your resume to be searchable by employers within the system.

Resume Exercises

This section contains a number of great exercises to help you both build and test the effectiveness of your resume. Use the Accomplishment Statement Exercise to learn how to build resume bullet points that will market your strengths and experience effectively to employers.

The 'Ideal Job Description', 'Friend Review' and 'Pseudo Employer' exercises will help you to test your resume to ensure that it is clearly targeting the types of positions and employers that you seek and that it's clearly presenting all your best abilities and greatest talents.

Resume Examples

Whether you're a student, a new graduate, an MBA candidate or an experienced professional, you can review sample resumes in the Resume Library to allow you to review different formats and approaches to the accomplishment-based resume.