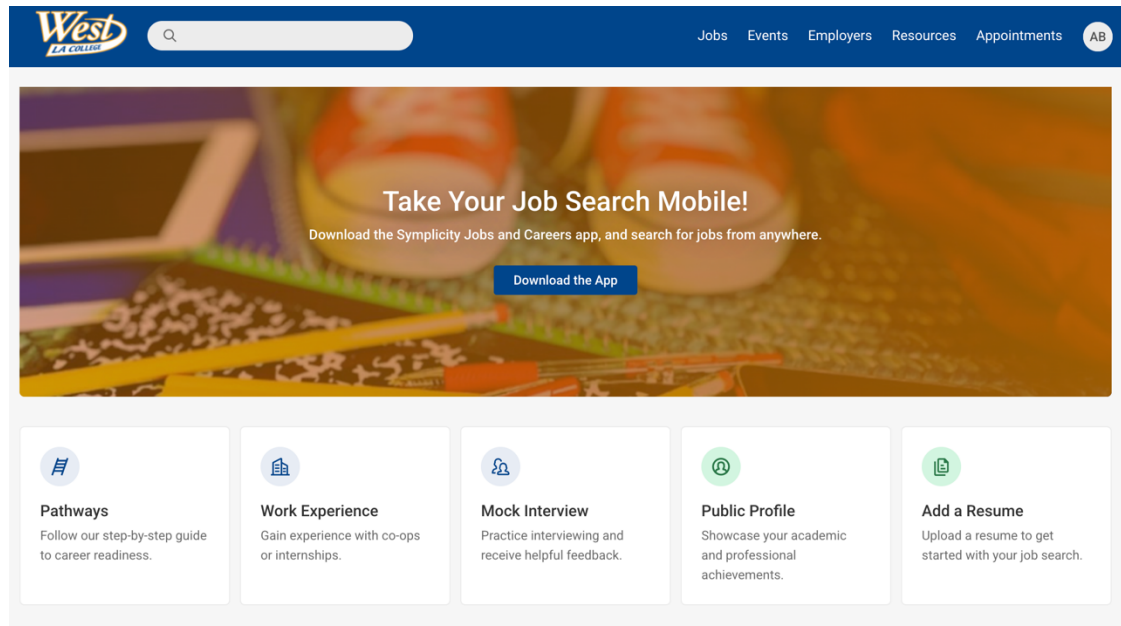




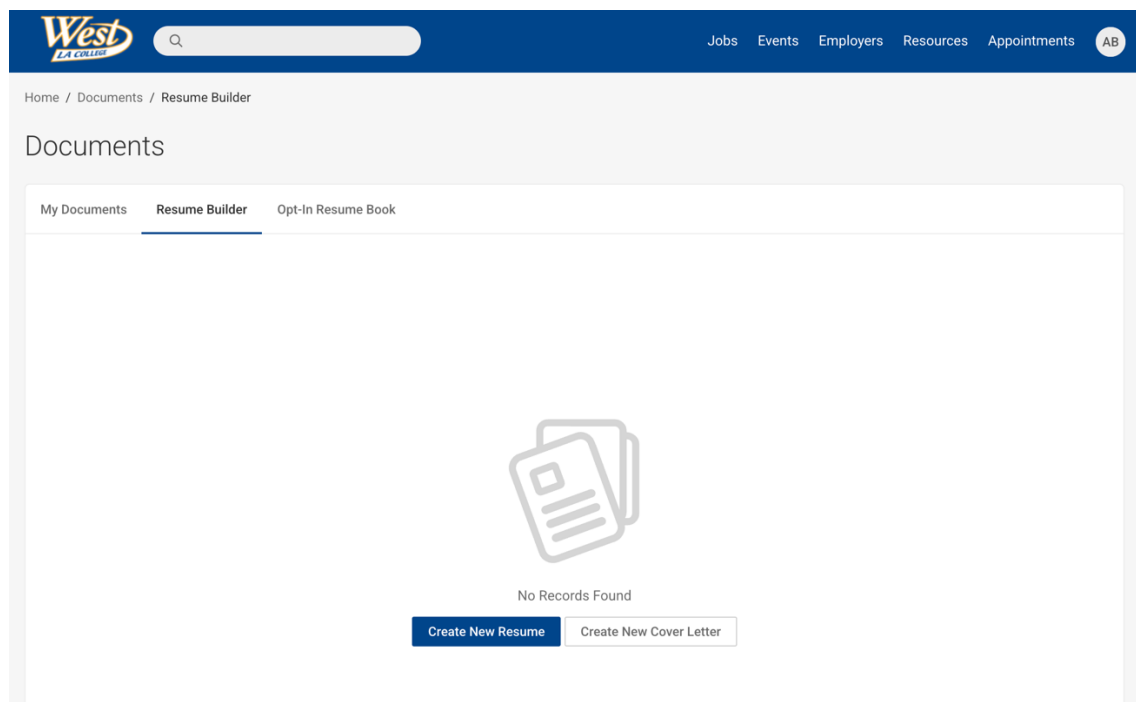
## Resume and Cover Letter Builder Guide

### Finding the Resume Builder

Login into Symplicity and locate the Resume Builder tool on the left toolbar, under Documents or by clicking on “Add Resume”.



Once on the Resume Builder page, select “Create New Resume.” The Resume Builder tab will display any resume builder documents previously created and buttons to create a new resume or cover letter.



## Creating Resumes

### Step 1: Outlines

To create a new resume using Resume Builder, click the **Create New Resume** button to begin on Step 1 of the resume building process.

The template's outline will be displayed below the outline title. The outline contains the sections of the resume such as Education and Work Experience records. If the template has a sample preview available, click on the **View Sample** link to view examples. This will display any samples to the specific template.

Click the **Save And Continue** button to move on to Step 2 with that selected template.

Documents

My Documents

Resume Builder

Opt-In Resume Book

1 Outlines

2 Customize Sections

3 Content and Style

4 Save

Select a template for your resume sections.

If you have any content saved in your current section layout, all of it will be lost if you select a different section layout. It is recommended you customize your sections and add any additional sections using the customization tool, if you do not want to lose your content.

Cancel

Save And Continue

Basic Undergraduate Resume (Outline)

Objective

Education

Professional Experience

Honors and Awards

## Step 2: Customize Sections

If the selected template does not allow edits, the section titles will be read-only and no options for adding, removing or repositioning the sections will be available.

An alert stating: “This section layout is locked, so you cannot customize this” will display.

If the selected template allows customizations, the Section Title labels may be edited, options to add and remove sections will be available, and repositioning the sections using the up/down arrows will be an option

Click the **Save And Continue** button to proceed to Step 3. Click the **Cancel** button to back out of the document and return to the Resume Builder tab. Click the **Back** button to go back to Step 1

The screenshot shows the West LA College Resume Builder interface. The top navigation bar includes the West LA College logo, a search bar, and links for Jobs, Events, Employers, Resources, and Appointments. Below the navigation bar, there are tabs for My Documents, Resume Builder (selected), and Opt-In Resume Book. A progress bar indicates four steps: 1 Outlines, 2 Customize Sections (active), 3 Content and Style, and 4 Save. A note states: "\* indicates a required field". The main heading is "Customize Your Sections", followed by instructions: "Customize your resume sections by changing their name, type, and position. You may add or remove sections by pressing the Delete or Add Section buttons." Below this is a table with four rows of resume sections. Each row has a text input for the Section Title, a dropdown for Type, up/down arrows for repositioning, and a Delete button. The sections are: Objective (General), Education (Education), Professional Experience (Experience), and Honors and Awards (General). Below the table is an "Add Section" button. At the bottom are three buttons: "Cancel", "Back", and "Save And Continue".

Section Title	Type		
<input type="text" value="Objective"/>	General	<div>▲</div> <div>▼</div>	<button>Delete</button>
<input type="text" value="Education"/>	Education	<div>▲</div> <div>▼</div>	<button>Delete</button>
<input type="text" value="Professional Experience"/>	Experience	<div>▲</div> <div>▼</div>	<button>Delete</button>
<input type="text" value="Honors and Awards"/>	General	<div>▲</div> <div>▼</div>	<button>Delete</button>

Add Section

Cancel Back Save And Continue

### Step 3: Content

Step 3 is where the content will be added to each section of the resume.

The Header and Education sections will automatically insert information from the user's account and academic profile, although it may be modified. Editing this information within the document will not affect the information set within the account.

The screenshot displays the 'Content and Style' step of a resume builder. At the top, a yellow box labeled 'EDUCATION' contains the text 'Demo University, Masters Chemistry, September 2017 - Present GPA 3.30'. To the right of this box is a button labeled 'Add Additional Education' with a hand cursor icon. Below this, a progress bar shows four steps: '1 Outlines', '2 Customize Sections', '3 Content and Style' (which is highlighted with a blue circle), and '4 Save'. The main content area has the heading 'Enter Content and Customize Resume Styles' followed by instructions: 'Click on a section below to enter content. Then click the Select Layout button to choose a resume layout, and the Customize Style button to change font, margin or other styles to make your resume unique.' Below the instructions are three buttons: 'Cancel', 'Back', and a group containing 'Select Layout', 'Customize Style', and 'Save And Continue'. The 'Save And Continue' button is highlighted in blue. At the bottom, a preview of the resume is shown. It features the name 'Andrea Test Blanco' in bold, followed by two identical lines of address: '9000 Overland Ave Culver City, California 90230, United States'. Below the address is an email 'andrea92@hotmail.com' and a phone number '3102874266'. Underneath the preview is a yellow box labeled 'OBJECTIVE' with the placeholder text 'Please describe your Objective'.

If an additional Education or Experience record needs to be added, scroll over the desired section to get the Add Additional Education or Add Additional Experience button. Clicking on the button will open a blank education or experience record.

Previously entered data in the document can be edited by scrolling over the entry to highlight it. Once highlighted, click on the section and the form will open so that edits may be made. Click the **Save And Continue** button within each section to save any edits made.

## Examples

Within each section, a text area will be available to enter text such as the objective or experience tasks and duties.

For additional guidance and help, click on the Examples link to display different categories of the resume. Click the category to view the list of examples. Once a category is selected, the Examples pop-up box will display with the category's available examples. Clicking on the example text will add it to the text area box. Always make sure to review the selected example to make any edits to it for the specific document.

**PROFESSIONAL EXPERIENCE**

Editing Resume Section

\* indicates a required field

**Employer**  
The name of the employer

**Location**  
(City, State)

**Position**

**Department or Unit (if applicable)**

## Style

After entering the content, the next step is to select the design of the document. Click the **Select Layout** button to view the style thumbnails. Clicking on a thumbnail will refresh the document to take on the selected style. Clicking on the different styles will not erase any entered data.

After the layout is selected, click the Customize Style button. If the style cannot be edited, an alert will display stating, “Sorry, this style cannot be customized.” If the style can be edited, the items that have been made available for edits will display. Click the Save and Continue button to proceed to the final step.

Documents

My Documents

Resume Builder

Opt-In Resume Book

1

Outlines

2

Customize Sections

3

Content and Style

4

Save

Enter Content and Customize Resume Styles

Click on a section below to enter content. Then click the Select Layout button to choose a resume layout, and the Customize Style button to change font, margin or other styles to make your resume unique.

Cancel

Back

Select Layout

Customize Style

Save And Continue

Documents

My Documents

Resume Builder

Opt-In Resume Book

1

Outlines

2

Customize Sections

3

Content and Style

4

Save

Enter Content and Customize Resume Styles

Click on a section below to enter content. Then click the Select Layout button to choose a resume layout, and the Customize Style button to change font, margin or other styles to make your resume unique.

Cancel

Back

Select Layout

Customize Style

Save And Continue

Select a Base Layout

Robert E. Stevenson

OBJECTIVE

EDUCATION

WORK EXPERIENCE

CLASSIC

Robert E. Stevenson

OBJECTIVE

EDUCATION

WORK EXPERIENCE


CLASSIC (New)

## Step 4: Submit/Activate

Step 4 will list the options to view, save, and/or print the document.

Approval is required; students will need to submit the document for review. When pending review, it will display in the Pending Documents tab. Once approved, it's automatically enabled and will display under the Approved Documents tab. NOTE: BE SURE THERE ARE NO TYPOS OR MISTAKES BEFORE UPLOADING OR SUBMITTING TO EMPLOYERS. Ask someone to proofread it for you.

### Documents

 **Resume Information Has Been Saved**

Your document has been saved. Use the buttons below to see it in HTML or PDF format. At any time you may come back to the documents section to edit or redesign your Resume

My Documents

**Resume Builder**

Opt-In Resume Book

1 Outlines



2 Customize Sections

3 Content and Style

**4 Save**

#### View, Save, and Print

While viewing your Resume in PDF format, you can save it and print it.



View PDF

View HTML

View Doc

#### Submit for Review

Submit this Resume for review. You will receive feedback from a counselor, and once it has been approved you will be able to activate this Resume for job postings.

Submit For Review

Cancel

Back

## Creating Cover Letters

### Step 1: Create

To create a new cover letter using Resume Builder, click the Create New Cover Letter button. This will generate a basic cover letter template allowing customization to the cover letter title and text.

## Documents

My Documents

Resume Builder

Opt-In Resume Book

Create New Resume

Create New Cover Letter

Andrea Blanco 1

Resume

Last modified on Jul 12, 2025, 12:21 AM

View as PDF



Delete

POWERED BY  symplivity®





## Step 2: Save

Clicking the Save and Continue button to go to Step 2, which lists the options to view, print, and/or save the cover letter. Students will need to submit the document for review; the document review/approval by a manager is required. NOTE: BE SURE THERE ARE NO TYPOS OR MISTAKES BEFORE UPLOADING OR SUBMITTING TO EMPLOYERS. Ask someone to proofread it for you.


[My Documents](#) [Resume Builder](#) [Opt-In Resume Book](#)

1 Create Cover Letter

2 Save

### View, Save, and Print

While viewing your Cover Letter in PDF format, you can save it and print it.



View PDF

View HTML

View Doc

### Submit for Review

Submit this Cover Letter for review. You will receive feedback from a counselor, and once it has been approved you for job postings.

Submit For Review

Cancel

Back

Documents

Pending Documents

When documents are pending approval or awaiting feedback, the item will be listed in the Pending Documents sub-tab under the Documents main menu and will not be available to use until approved.

Documents

My Documents

Resume Builder

Opt-In Resume Book

Add New

4 results

↓


Default


Resume

Resume

Last modified on Apr 03, 2025, 11:58 AM

Generate QR Code

 View as PDF


 Delete


Andrea Blanco 1


PENDING

Resume

Last modified on Jul 12, 2025, 12:28 AM

 Edit Document


 View as PDF


 Delete


Cover Letter

Cover Letter

Last modified on Apr 03, 2025, 11:59 AM

 View as Word

 View as PDF

 Delete

Lastnam

PENDING

## Approved Documents

Once approved, the documents will be listed in the Approved Documents sub tab and a button to Edit Document will be available on the items that were created with the Resume Builder.

The QR Code Option allows a QR Code to be generated for scanning. Once the Generate QR Code button is clicked, the options to regenerate the code, download the code or destroy the code will be available.

# Documents


My Documents

Resume Builder

Opt-In Resume Book

Add New

4 results


 Default ▾


## Resume

Resume

Last modified on Apr 03, 2025, 11:58 AM

Generate QR Code

 View as PDF

 Delete