

# Building a resume in CuestaJobs

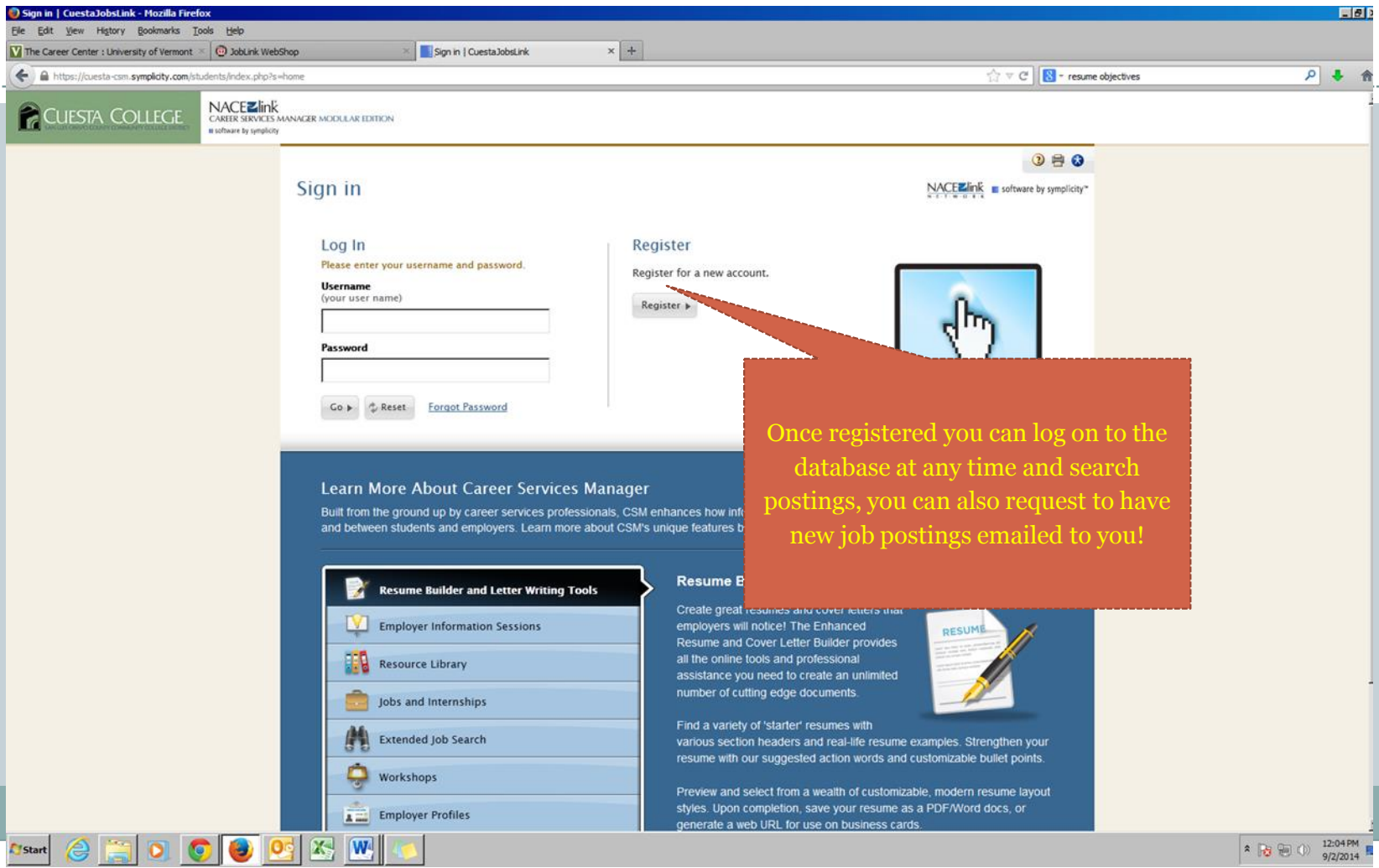


Use “Resume Builder” to craft your resume

## Step 1:

<https://cuesta-csm.symplicity.com/students>

Register for a new account or log in if you have already registered.



The screenshot shows a web browser window displaying the CuestaJobsLink website. The page has a header with the Cuesta College logo and the NACElink logo. Below the header, there are two main sections: "Sign in" and "Register". The "Sign in" section has fields for "Username" and "Password", and buttons for "Go", "Reset", and "Forgot Password". The "Register" section has a "Register" button. A red callout box with a hand cursor icon points to the "Register" button. The callout box contains the text: "Once registered you can log on to the database at any time and search postings, you can also request to have new job postings emailed to you!". Below the "Sign in" and "Register" sections, there is a section titled "Learn More About Career Services Manager" and a "Resume Builder and Letter Writing Tools" section with a list of tools: Employer Information Sessions, Resource Library, Jobs and Internships, Extended Job Search, Workshops, and Employer Profiles. The Windows taskbar is visible at the bottom of the screen.

Sign in | CuestaJobsLink - Mozilla Firefox

The Career Center : University of Vermont | JobLink WebShop | Sign in | CuestaJobsLink

https://cuesta-csm.symplicity.com/students/index.php?s=home

resume objectives

CUESTA COLLEGE

NACElink  
CAREER SERVICES MANAGER MODULAR EDITION  
software by simplicity

Sign in

Log In  
Please enter your username and password.

Username  
(your user name)

Password

Go Reset Forgot Password

Register

Register for a new account.

Register

Once registered you can log on to the database at any time and search postings, you can also request to have new job postings emailed to you!

Learn More About Career Services Manager

Built from the ground up by career services professionals, CSM enhances how information is shared and between students and employers. Learn more about CSM's unique features below.

Resume Builder and Letter Writing Tools

- Employer Information Sessions
- Resource Library
- Jobs and Internships
- Extended Job Search
- Workshops
- Employer Profiles

Resume Builder

Create great resumes and cover letters that employers will notice! The Enhanced Resume and Cover Letter Builder provides all the online tools and professional assistance you need to create an unlimited number of cutting edge documents.

Find a variety of "starter" resumes with various section headers and real-life resume examples. Strengthen your resume with our suggested action words and customizable bullet points.

Preview and select from a wealth of customizable, modern resume layout styles. Upon completion, save your resume as a PDF/Word docs, or generate a web URL for use on business cards.

12:04 PM 9/2/2014

# Step 2:

## Create your profile with as much information as possible

profile | CuestaJobsLink - Mozilla Firefox

File Edit View History Bookmarks Tools Help

The Career Center : University of Vermont The Career Center : University of Vermont JobLink WebShop profile | CuestaJobsLink

https://cuesta-csm.symlicity.com/students/index.php?s=profile&=8ss=sprofile

CUESTA COLLEGE NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symlicity

Home Profile Documents Resources Jobs Employers Events Calendar

Home > Profile > Academic

Search My Account Log Out

profile

Personal **Academic** Privacy Password/Preferences

Save Changes Save Changes And Continue Cancel \* indicates a required field

**COMPLETION STATUS**

**Personal Information**

**Academic Information**

- Graduation Date
- Year in school
- Applicant Type
- Major(s)
- Work Authorization
- Degree Level
- Major GPA
- Homepage
- Minor
- Preferred Industries
- Preferred Job
- Foreign Language
- Geographic Preference #1
- Geographic Preference #2
- Geographic Preference #3

**Privacy**

**Documents**

0 documents uploaded.

**Graduation Date:** Enter the expected date of your graduation  
June 2001

**Year in school\*:** Choose your current year in school.  
Alumni

**Applicant Type\*:** Choose your applicant type.  
Alumni  
Current Student  
Other

**Major(s)\*:** Select your major(s).  
Elementary Education

**GPA:** 0.00

**Work Authorization\*:** Permanent Resident (U.S.)

**Degree Level\*:** Community College Diploma

**Major GPA:**

**Homepage:**

**Minor:** [select]

**Preferred Industries:** [select]

**Preferred Job:** [select]

Under Completion Status, find out quickly which parts of your profile you have completed and which sections still require your attention.

Start

10:26 AM 9/2/2014

### Step 3:

Click on Resume Builder and add new

The screenshot shows the NACElink Career Services Manager interface. The top navigation bar includes Home, Profile, Documents, Resources, Jobs, Employers, Events, and Calendar. The 'Documents' dropdown menu is open, showing 'Documents', 'Resume Builder', and 'Portfolio'. The 'Resume Builder' sub-menu is also open, showing 'Documents', 'Resume Builder', and 'Portfolio'. A table lists two items with columns for 'Locked' and 'Label'. A red arrow points to the '+ Add New' button. A blue callout box contains the text: 'Resume's will be saved for future use and can be loaded to Jobs that are currently posted. You can link to the CSM jobs by clicking the Jobs tab.'

	Locked	Label
	No	<a href="#">Education</a>
	No	<a href="#">Food Server</a>

Come visit the Career Connections Office in Room 5310 on the SLO campus and in Building 4000 in North County! We are here to help you with all of your employment, work study and internship needs! (805) 546-3252

## Step 4:

Enter an objective on your resume, it's important to customize the resume objective to match the position you are applying for. The more specific your resume objective is the better chance you have of being considered for the job.

The screenshot shows a web browser window displaying the NACElink Career Services Manager interface. The browser's address bar shows the URL: <https://cuesta-csm.simplicity.com/students/index.php?subtab=objective&resume&sb=rb>. The page title is "resumes | CuestaJobsLink - Mozilla Firefox". The interface includes a navigation menu with options: Home, Profile, Documents, Resources, Jobs, Employers, Events, and Calendar. The current page is "resumes" and the "Resume Builder" section is active. The "Objective" tab is selected, and the text area is empty. A red arrow points to this text area. A yellow callout box with a blue border contains the text: "If you are having a hard time creating an objective, see following for helpful resources." The interface also includes a search bar, a "Log Out" button, and a footer with contact information for the Career Connections Office.

Home > Documents > Resume Builder

resumes

Documents Resume Builder Portfolio

Contact Information Objective Education Work Experience Additional Experience Skills, Awards, Affiliations

Submit Next Save Cancel

Objective\*

Submit Next Save Cancel

NACElink  
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Simplicity, DirectEmployers and your college/university.  
[Privacy Policy](#) | [Terms of Use](#)

Come visit the Career Connections Office in Room 5310 on the SLO campus and in Building 4000 in North County! We are here to help you with all of your employment, work study and internship needs! (805) 546-3252

Start

10:29 AM  
9/2/2014

# Looking for assistance with an objective, use a simple google search

[www.google.com](http://www.google.com)

The screenshot shows a Mozilla Firefox browser window with the search query "retail objectives for resumes" entered in the Google search bar. A large red arrow points from the search bar towards the search results. A blue callout box with a white border and a pointer to the search bar contains the text "Google search is a useful tool!". The search results page displays several links, including "Resume Objective Examples - Job Searching - About.com", "Retail Resume Objectives Samples | Resumebaking", "Sample Objectives for Retail Resume", "[PDF] Samples of Resume Objectives", "Resume objective for a retail sales position? - Yahoo Answers", "A good objective resume in retail? - Yahoo Answers", "Examples of Resume Objectives", and "Resume Objectives Examples for the Retail Industry | Chron...". The Windows taskbar at the bottom shows the Start button and icons for Internet Explorer, Firefox, Chrome, and other applications. The system tray in the bottom right corner shows the date and time as 10:31 AM on 9/2/2014.

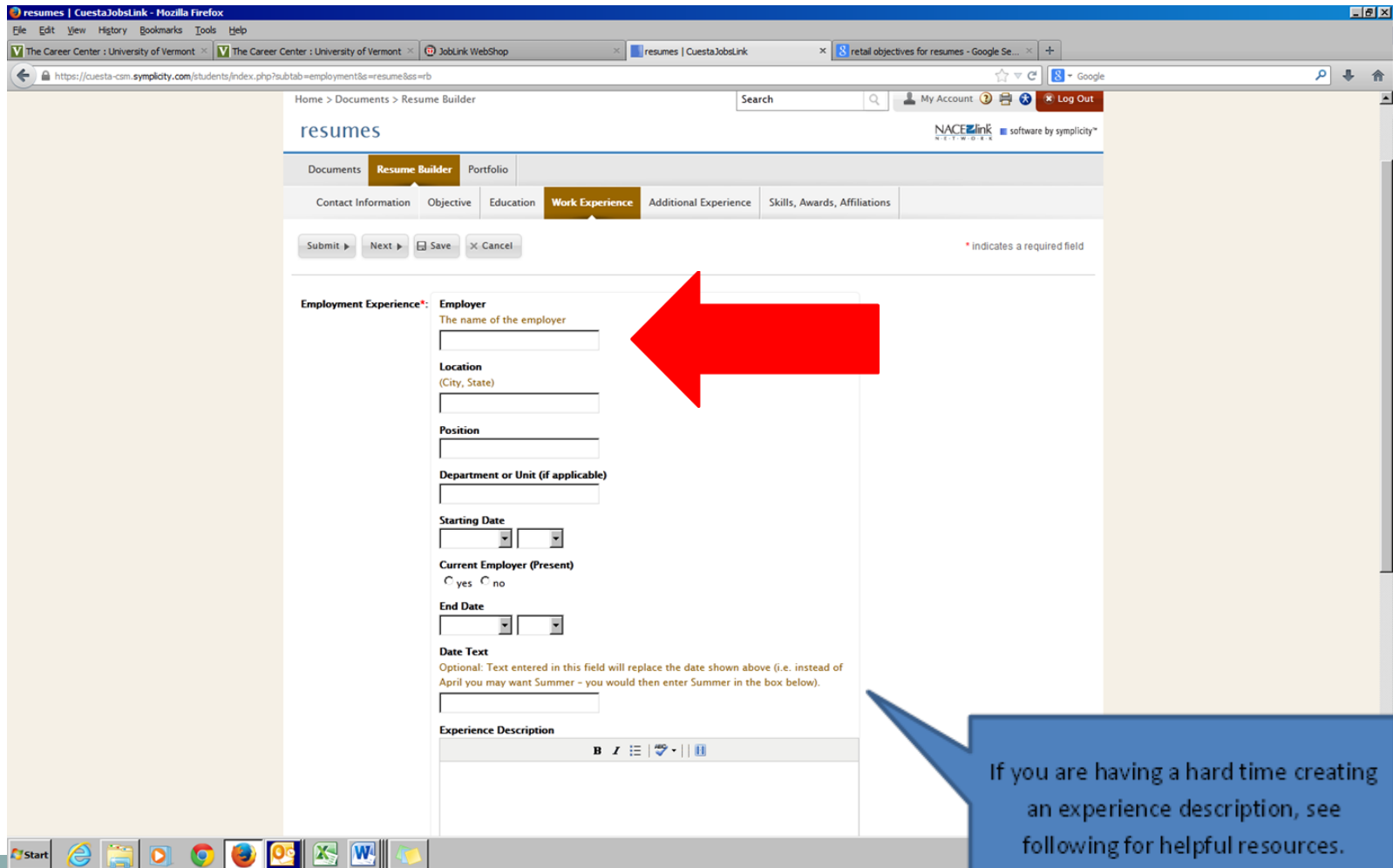
## Sample Resume Objective Statements

- Obtain a position at XYZ Company where I can maximize my management skills, quality assurance, program development, and training experience.
- Customer service management where my experience can be utilized to improve customer satisfaction.
- Management position where I can effectively utilize my expertise in human relations, project management, and staff recruitment and retention.
- Marketing position that utilizes my writing skills and enables me to make a positive contribution to the organization.
- To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of finance.
- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

## Step 5:

Enter in your Employment Experience.

Keep in mind that you may have more information than you think to put on your resume. Even if you don't have formal work experience, you can include other types of work like baby sitting or lawn mowing and volunteer experiences.



The screenshot shows a web browser window with the URL <https://cuesta-csm.simplicity.com/students/index.php?subtab=employment&=resume&ss=rb>. The page is titled "resumes" and is part of the "Resume Builder" section. The navigation menu includes "Documents", "Resume Builder", and "Portfolio". The "Work Experience" tab is selected. The form contains the following fields:

- Employer Experience\*:**
  - Employer:** The name of the employer (text input field)
  - Location:** (City, State) (text input field)
  - Position:** (text input field)
  - Department or Unit (if applicable):** (text input field)
  - Starting Date:** (Month and Year dropdown menus)
  - Current Employer (Present):**  yes  no
  - End Date:** (Month and Year dropdown menus)
  - Date Text:** Optional: Text entered in this field will replace the date shown above (i.e. instead of April you may want Summer - you would then enter Summer in the box below). (text input field)
  - Experience Description:** (Rich text editor with bold, italic, list, link, and unlink buttons)

A red arrow points to the "Employer" field. A blue callout box at the bottom right contains the text: "If you are having a hard time creating an experience description, see following for helpful resources."



Looking for assistance in creating your Experience Description for your last position- these are your tasks that you provided daily or a chance to highlight your major accomplishments- use an occupation quick search with O\*Net OnLine.

<http://www.onetonline.org/>

The screenshot shows the O\*NET OnLine website interface. At the top, the browser window title is "O\*NET OnLine - Mozilla Firefox". The address bar shows "www.onetonline.org". The website header includes the O\*NET logo and the text "O\*NET OnLine A proud partner of the americanJobcenter® network". A navigation menu contains "Help", "Find Occupations", "Advanced Search", "Crosswalks", "Share", and "O\*NET". The main content area features a large banner with a construction crane and the text "Build your future with O\*NET OnLine." Below this is a "What's New?" section with "New BLS info in O\*NET Websites" and a "Learn More" button. To the right, there are sections for "I want to be a...", "ATTN: VETERANS", and "The Green Economy". The "Occupation Search" section is highlighted, showing a search bar with "retail" entered. Below the search bar are three tabs: "Find Occupations", "Advanced Search", and "Crosswalks". The "Find Occupations" tab is active, showing a dropdown menu with "Bright Outlook" selected. The "Advanced Search" tab shows a "Browse by O\*NET Data:" dropdown with "Apprenticeship" selected. The "Crosswalks" tab shows a dropdown menu with "Apprenticeship" selected. At the bottom, there is a section for "¿Habla español?" and a banner for "MI PRÓXIMO PASO". The footer includes the O\*NET logo and the text "O\*NET OnLine is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O\*NET Development." The taskbar at the bottom shows various application icons and the system clock displaying "10:33 AM 9/2/2014".



## Summary Report for: 41-2031.00 - Retail Salespersons

[Update](#)**Bright**

Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.

**Sample of reported job titles:** Sales Associate, Sales Consultant, Sales Clerk, Sales Person, Customer Assistant, Clerk, Sales Representative, Design Consultant, Salesman, Bridal Consultant

View report:

**Summary**[Details](#)[Custom](#)

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

### Tasks

- Greet customers and ascertain what each customer wants or needs.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Answer questions regarding the store and its merchandise.
- Prepare sales slips or sales contracts.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Maintain records related to sales.
- Demonstrate use or operation of merchandise.
- Place special orders or call other stores to find desired items.

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### Tools & Technology

**Tools** used in this occupation:

**Bar code reader equipment** — Barcode scanners

**Domestic sewing machines** — Sewing machines

**Electronic funds transfer point of sale equipment** — Credit card processing machines; Electronic funds transfer EFT terminals

**Point of sale payment terminal** — Telecheck processing terminals

# O\*Net Tasks description turned in to your Experience Descriptions



- Greet customers and ascertain what each customer wants or needs.
  - Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
  - Compute sales prices, total purchases and receive and process cash or credit payment.
  - Prepare sales slips or sales contracts.
  - Demonstrate use or operation of merchandise.
- Greeted customers and assessed individual customers needs in a timely manner.
  - Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires.
  - Computed sales prices, total purchases and receive and process cash or credit payment.
  - Prepared sales slips or sales contracts.
  - Demonstrated use or operation of merchandise.

assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

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## Skills



**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Persuasion** — Persuading others to change their minds or behavior.

**Speaking** — Talking to others to convey information effectively.

**Service Orientation** — Actively looking for ways to help people.

**Negotiation** — Bringing others together and trying to reconcile differences.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

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## Abilities

**Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Speech Clarity** — The ability to speak clearly so others can understand you.

**Speech Recognition** — The ability to identify and understand the speech of another person.

**Near Vision** — The ability to see details at close range (within a few feet of the observer).

**Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Written Comprehension** — The ability to read and understand information and ideas presented in writing.

**Written Expression** — The ability to communicate information and ideas in writing so others will understand.

**Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.

**Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

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## Work Activities

# Use the skills from O\*net and turn those into applicable experience descriptions on your resume



## Skills

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Persuasion — Persuading others to change their minds or behavior.
- Speaking — Talking to others to convey information effectively.
- Service Orientation — Actively looking for ways to help people.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Maintained full attention to what others were saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Marketed items to add to daily sales increasing volume of average sales.
- Improved communication by effectively conveying information.
- Actively looked for ways to help people.
- Monitored performance of myself and others to improve and take action.

# 100 Great Resume Words

Assist	Examined	Negotiated	Represented
Able	Facilitate	Observed	Restructured
Action	Formulate	Obtained	Revised
Analysis	Fulfilled	Operated	Safeguarded
Achievement	Forecasted	Organized	Secured
Accomplished	Generated	Originated	Selected
Advanced	Gained	Overhauled	Specified
Conduct	Gathered	Oversaw	Spearheaded
Consult	Gave	Participated	Standardized
Committed	Headed	Performed	Strengthened
Conducted	Hosted	Pioneered	Structured
Contributed	Identified	Planned	Suggested
Coordinated	Implemented	Prepared	Superseded
Delegated	Improved	Presented	Supervised
Develop	Improvised	Promoted	Targeted
Deliver	Influenced	Provided	Taught
Design	Launched	Published	Tested
Defined	Lobbied	Pursued	Trained
Diversified	Maintained	Quantified	Transcended
Devoted	Managed	Ranked	Unified
Distinguished	Marketed	Received	Upgraded
Encourage	Maximized	Recommended	Utilized
Earned	Mediated	Redesigned	Validated
Enhance	Modernized	Reengineered	Valued
Evaluate	Motivated	Reorganized	Wrote

# Add to your resume by adding your skills, awards and professional affiliations

The screenshot shows a web browser window displaying the CuestaJobsLink Resume Builder. The browser's address bar shows the URL: `https://cuesta-csm.simplicity.com/students/index.php?subtab=skills&resume&rb`. The page header includes the Cuesta College logo and the NACElink logo with the text "CAREER SERVICES MANAGER MODULAR EDITION" and "software by simplicity". A navigation menu at the top contains links for Home, Profile, Documents, Resources, Jobs, Employers, Events, and Calendar. Below this, a breadcrumb trail reads "Home > Documents > Resume Builder". A search bar and "Log Out" button are also visible. The main content area has a sub-menu with "Resume Builder" selected, and a secondary menu with "Skills, Awards, Affiliations" highlighted. Below the menu are "Submit", "Next", "Save", and "Cancel" buttons. The form contains three large text input fields labeled "Skills:", "Awards:", and "Professional Affiliations:". A yellow callout box with a blue border points to the "Skills" field and contains the text: "Add to your resume: Skills- Awards- Professional Affiliations Make your resume stand out!". The Windows taskbar at the bottom shows various application icons and the system clock indicating 11:55 AM on 10/23/2014.

# Congratulations, you have a resume.

The screenshot shows a web browser window with the URL <https://cuesta-com.simplcity.com/students/index.php?subtab=generate&resume&rb>. The page title is "resumes | CuestaJobsLink". The navigation menu includes Home, Profile, Documents, Resources, Jobs, Employers, Events, and Calendar. The user is logged in, with a "My Account" link and a "Log Out" button. The main content area is titled "resumes" and has a sub-menu with "Documents", "Resume Builder", and "Portfolio". The "Resume Builder" sub-menu is active, and the "Design and Save Resume" button is highlighted. The main content area displays the message "Resume Information Submitted. Design And Save It!" and provides instructions on how to view, save, and print the resume. Two resume design options are shown: "PDF Design #1" and "PDF Design #2". A red arrow points to the "PDF Design #1" option. A blue callout box contains the text: "You have two different options for designs. Your resume will remain in your Resume Builder when saved. This will allow easy access to apply for jobs listed in CSMjobs." At the bottom of the page, there is a "Make Available for Job Posting Submissions" section with a "Promote To Documents" button. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time (10:41 AM 9/2/2014).

Home > Documents > Resume Builder

Search [input type="text"] My Account [help icon] [share icon] [plus icon] Log Out

resumes NACElink NETWORK software by simplcity™

Documents Resume Builder Portfolio

Contact Information Objective Education Work Experience Additional Experience Skills, Awards, Affiliations Design and Save Resume

**Resume Information Submitted. Design And Save It!**

Your resume information has been submitted. Select and click one of the designs below and see your new resume in PDF format. If you like what you see, you may save the resume so that you may view it at a later date or send it to any of our featured employers. At any time you may come back to the resume section to edit the latest information that you submitted and choose to redesign your resume.

**View, Save, and Print**

Select and click one of the designs below and see your new resume in PDF format. While viewing your PDF, you can save it and print it.

→ [save icon] [print icon] [share icon] [plus icon]

**PDF Design #1**

**PDF Design #2**

**Make Available for Job Posting Submissions**

By promoting this resume to your Documents Section, it will be made available for job postings and CV search.

+ Promote To Documents

You have two different options for designs. Your resume will remain in your Resume Builder when saved. This will allow easy access to apply for jobs listed in CSMjobs.





## Career Connections

Room 5310

Have your resume reviewed!

Print your resume!

Resume paper provided at no cost to students!

Add a typing certificate to your profile!

Assist in finding current and future employment opportunities, internships and Work Experience credit!

