

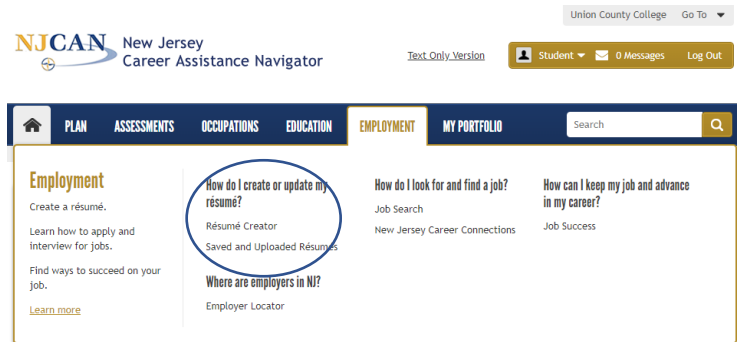
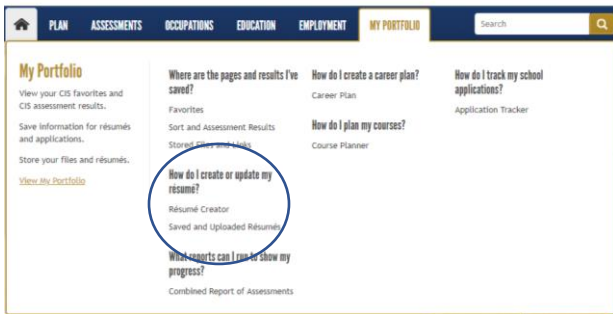


**Website:** <https://portal.njcis.intocareers.org/>



**Important:** First you must log in to NJCAN with your username and password (not as a NJ Resident) to be able to create a résumé. If you need assistance with your login, contact Career Services [careerservices@ucc.edu](mailto:careerservices@ucc.edu)

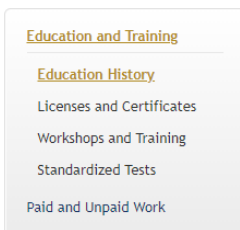
You can get to the Résumé Creator either through the My Portfolio tab, or the Employment tab.



You will then add content section by section (section titles on the left-hand side).

### EDUCATION AND TRAINING

Click on 'Education and Training'. Fill in your education history with degree or diplomas, (including Union County College) and any licenses and certificates (if applicable — CPR, CHHA, etc.). Do not include Standardized Tests; they are not necessary to include. Click 'Add School' and fill in the information.

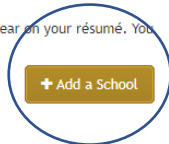


#### Education History <sup>?</sup>

Use this section to list the educational institutions you attended beginning with the most recent.

NOTE: Use Workshops and Training for short-term education programs.

Résumé: Education History will appear in all résumé styles. The fields marked with (R) will appear on your résumé. You may include or exclude dates.



*\*While using this Résumé Creator, in every section (Education, Work, Skills, etc.) only enter information in the fields that are noted by (R) — meaning, it will appear on your Résumé.*

School Name (R):  \*\*

Address (line 1):

Address (line 2):

City (R):

State (R):

Zip:

Start Date (R):

End Date (R):

or  To present

Major (R):

Degree (R):

GPA:

Activities (R):

Courses (R):

\*\* Required Fields

Add the name of the school, location (city and state are enough), start and end date, major, degree, and courses.

You can enter either an anticipated completion date, or leave the end date blank and select the box underneath it labeled "To present". You must select a day within the month for start and end days for your selection to save. The day of the month will not be visible on the résumé, but you have to select it to save this section.

Your major is your major of study; your degree is the degree level (Associate, Bachelor, etc.). You can include your GPA for documentation purposes but it does not show up on your résumé.

If you have any school-related activities that you are a part of— clubs, organizations, or athletics — you can include them in the *Activities* section. If you do not have any, leave it blank.

List the names of the classes that you have completed that are related to your major in the *Courses* box. Remember, use the name of the class (Organization and Management), not the abbreviation or course number (BUS 105) — No one outside of Union County College knows the course numbers!

If you have more than one degree to enter, click 'Save Information' and then 'Add a School' and repeat the step. Don't worry about them being in order; the system will put Education and Work History in the proper order.

If you have a license or certificate, click on the section title and enter the information as it is listed on your license or certificate. Enter the title of the license or certificate with relevant dates (when you received it, when it is valid through, etc.) in the *Label* box and enter the name of the organization that granted the license or certificate in the *Description* box. It is not necessary to explain the license/certificate; just the name and relevant dates.

### Licenses and Certificates

Label (R):  \*\*

Description (R):

\*\* Required Fields

## PAID AND UNPAID WORK

Under *Paid and Unpaid Work* you will find subsections for *Work History*, *Volunteer Work/Community Service*, and *Military Service*. *Work History* includes any positions you've held, whether they were paid positions, internships, freelance, or self-employment. Reminder —only enter information in the boxes labeled with (R).

Save Information Cancel

Employer (R): ABC Company \*\*

Address (line 1):

Address (line 2):

City (R): Rahway

State (R): NJ

Zip:

Phone:

Start Date (R): 01/11/2016

End Date (R): or  To present

Starting Pay:

Ending Pay:

Hours Per Week:

Job Title (R): Lead Sales Associate

Supervisor's First Name:

Supervisor's Last Name:

Duties (R): Add Duty

Assist customers in finding desired merchandise

Schedule staff of 13 employees for sales, stock, and customer service shifts to ensure adequate coverage

Run daily reports on sales goals and implement strategies to encourage staff to meet those sales goals

Highlights / Accomplishments:

Reason for Leaving:

*Employer* is the name of the company, not the name of a manager or supervisor. Supervisor information is included on a References page, not your résumé.

Include the name of the company, location (city and state), start and end date (or "to present"), your job title, and job duties.

Enter 1 job duty in each box. Click 'Add Duty' to add another box for the next job duty you would like to include. At the end, the system will automatically add bullet points, one for each box, so it is not necessary to include any symbols in this section. Make sure you start each job duty with a verb in the verb tense that matches your position. If you are currently still employed in the position, your verbs should be in present tense. If the job is a previous position, the verbs should be in past tense. Utilize different verbs for each box/bullet point. Even if your tasks or responsibilities were similar for multiple positions, don't use the same job duties word-for-word. Be creative, descriptive, and concise.

Don't include your salary, hours per week, supervisor, or reason for leaving.

'Save Information' and 'Add Work History' to add another position. The system will put your jobs in the correct order on your document so you do not have to enter them in the order that they occurred.

If you have any volunteer work or community service that you would like to include, choose that section title in the menu to the left and fill in the information on your volunteer/community service experience just like you would fill in work information.

## Volunteer Work/Community Service ?

Organization (R):  \*\*

Address (line 1):

Address (line 2):

City:

State:

Zip:

Phone:

Start Date (R):

End Date (R):

or  To present

Hours Per Week:

Total Hours:

Supervisor's First Name:

Supervisor's Last Name:

Duties (R):

\*\* Required Fields

The *Organization* is the name of the company, group, or organization that you are volunteering with. In some cases, you may volunteer through a religious group at a food pantry or soup kitchen. In that case, the name of the religious group would be the *Organization* and you can list the specific places in the *Job Duty* section. For example, list the name of the religious group as the *Organization* and include where the service was performed in the job duty: "Served dinner at Suzy's Soup Kitchen once a week."

Only enter the information with the (R) label. Add one job duty or description of what you did per box. Click 'Add Duty' to add additional boxes to add additional information about your volunteer/service experience.

'Save Information' and 'Add Volunteer Work/Community Service' from another organization, if applicable.

## ACHIEVEMENTS, ACTIVITIES, AND SKILLS

Achievements can be listed either with the experience or education where it was earned, or it can be listed separately in these sections. Under *Achievements*, the *Label* box should be the name of the award or recognition and the *Description* would be the organization or group that granted that award or recognition. Date is required. You can add as many as you would like. The *Activities* section here would be for activities that are not a part of school, or community service. Skills can be included here or in another section, titled "Summary of Qualifications." The *Label* in the *Skills* section can be used to specify a category of skills — Language, Software, etc. The *Description* gives you the opportunity to list or elaborate on the specific skills that you have. You can add multiple skills sections to accommodate the different categories of skills.

### Achievements ?

Label (R):  \*\*

Date:

Description (R):

\*\* Required Fields

### Skills ?

Label (R):  \*\*

Description (R):

\*\* Required Fields

## CONTACT INFORMATION AND REFERENCES

### Personal Information ?

First Name (R):  \*\*

Middle Name:

Last Name (R):  \*\*

Address (line 1) (R):

Address (line 2) (R):

City (R):

State (R):

Zip (R):

Phone (R):

E-mail (R):

\*\* Required Fields

All fields in *Personal Information* will show up on your résumé. You have the option to include your full address, or just the city and state where you live — that choice is up to you! This section should include your first and last name, address or location, phone number and email address.

Do not include references on your résumé. References should be on a separate document, and not attached to your résumé. Additionally, do not include the statement, "References Available Upon Request" because an employer will ask for them when they want them, whether or not you have that statement listed.

## CREATE RÉSUMÉ

### Format and Create Résumé

Previously Saved Options for Résumé

--New--

Select a Résumé Style

- Recent Grad ([Sample](#))
- Accomplishment ([Sample](#))
- Chronological ([Sample](#))
- Functional-Skills ([Sample](#))
- Build Your Own

Include Dates in Résumé

Select References Option

- List References
- Use statement - "References available upon request"
- Do not include references or statement

**Choose:** Recent Grad. This option puts the résumé in chronological format, but gives you the opportunity to add a Summary or Profile section at the beginning of your résumé.

**Select:** "Include Dates in Résumé"

**Select:** "Do not include references or statement". Use the space on your résumé for your qualifications, not an unnecessary statement.

## Format and Create Résumé <sup>2</sup>

Résumé Style: Recent Grad

Summary of Qualifications

Choose Sections:

Include Section	Section Name	Order
<input checked="" type="checkbox"/>	Education History (+)	1
<input checked="" type="checkbox"/>	Workshops and Training	2
<input checked="" type="checkbox"/>	Military Service	3
<input checked="" type="checkbox"/>	Licenses and Certificates (+)	4
<input checked="" type="checkbox"/>	Work History (+)	5
<input checked="" type="checkbox"/>	Volunteer Work/Community Service	6
<input checked="" type="checkbox"/>	Activities	7
<input checked="" type="checkbox"/>	Achievements (+)	8
<input checked="" type="checkbox"/>	Skills (+)	9

Update List

Save Options

Save My Options as:

Save Options

Select Output Format

RTF (MS Word, OpenOffice)

PDF (Adobe Reader, Foxit Reader)

TXT (Notepad)

Résumé File Name:

Download Résumé

Save Résumé

Back

Don't use the *Objective* (top box) — Leave it blank!!

Use the *Summary of Qualifications* section to highlight your qualifications that are relevant to the positions you are targeting. This can be written in paragraph or list form and may include language skills, technology skills, soft skills, transferable skills, etc. If you use this section, you may not need to use the *Skills* section as well. Make sure you are not repeating the same things in both sections. See Career Services for examples of Summary sections.

Select the order in which you want your sections to appear on your résumé. If you don't have information in one of those sections, they will not appear on your résumé.

The *Save Option* could be the year or a job title, like Customer Service.

Select *RTF* so it will save as a Word document. This will make it easier for you to edit later.

Give your document a name! You can use your name and the year or just your name. Then 'Save Résumé'. Once it is saved, you can download it into a Word document and either make additional edits or save it to a personal drive.

Your résumé is now saved in NJCAN! You can access it from any computer or mobile device. If you would like to edit individual sections, go back to the Résumé Creator link and choose the section you would like to edit, make your changes, and save the document. If you would like to access the résumé without making changes, go to *My Portfolio — Stored Files and Links — My Résumés*.

If you have any questions, don't hesitate to contact Career Services at [careerservices@ucc.edu](mailto:careerservices@ucc.edu) or 908-527-7220.