

TUTORIAL

ADDING A RESUME

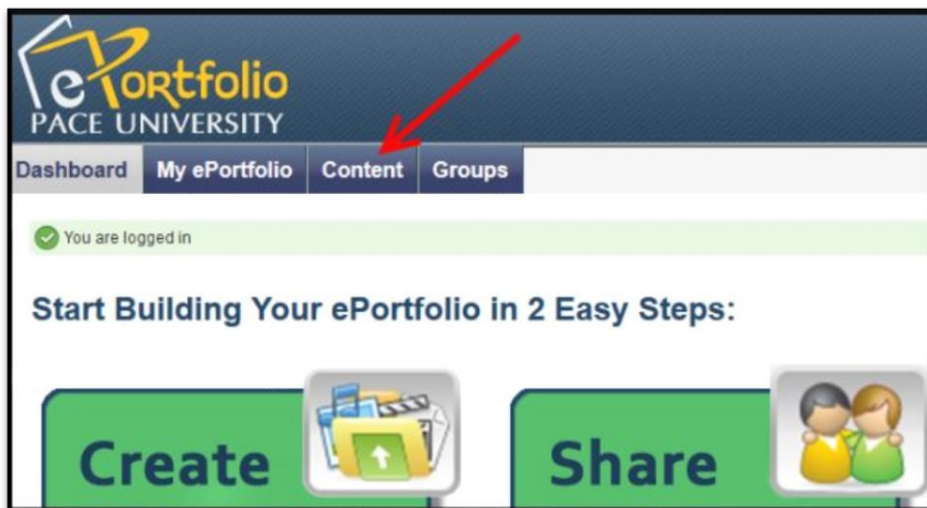
This tutorial will show you how to create a resume that you can embed on your ePortfolio pages.

You will need:

- Your resume (for reference)

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. After logging into ePortfolio, **click the “Content” tab.**



2. Click “Resume”.



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3. You can edit your cover letter and personal information in this first section.

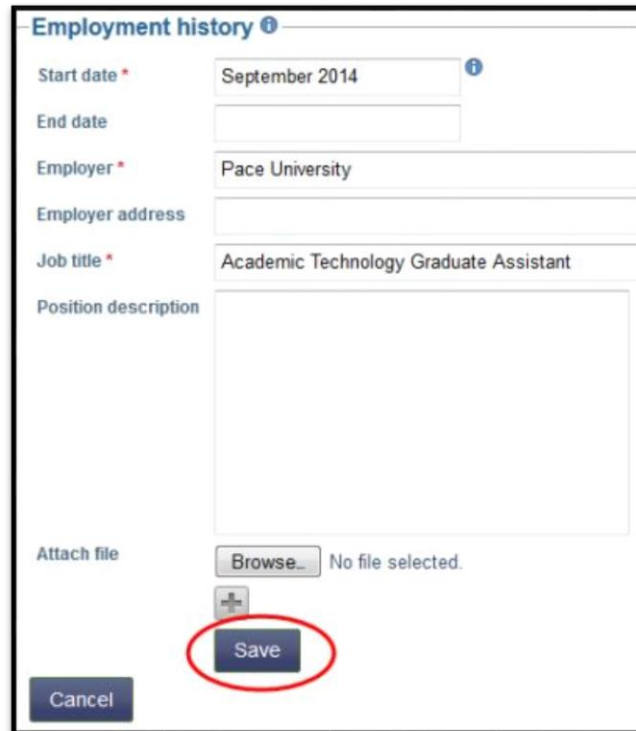
The screenshot shows the 'Résumé' page with the 'Introduction' tab selected. A red arrow points to the 'Edit' button for the 'Cover letter' section. Below this, the 'Personal information' section is highlighted with a red box. It contains the following fields: Date of birth (1992/11/28), Place of birth (Bronx, New York), Citizenship (USA), Visa status, Gender (radio buttons for (Not specified), Female, Male), and Marital status (Single). A 'Save' button is at the bottom of this section.

4. You will notice a series of tabs. You will be able to **add items** to these sections by **clicking on each tab**.

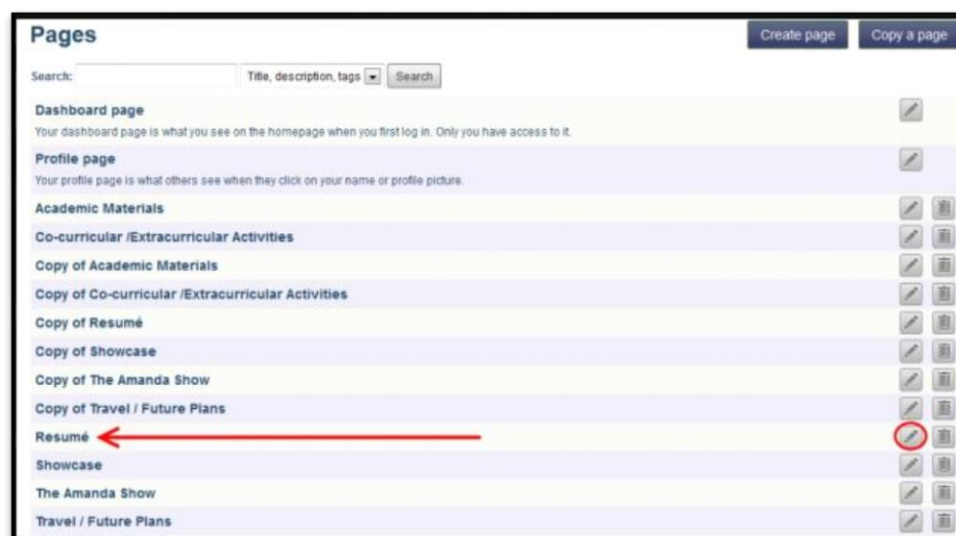
The top screenshot shows the 'Résumé' page with the 'Introduction' tab selected. A red box highlights the tabs: Introduction, Education and employment, Achievements, Goals and skills, and Interests. The bottom screenshot shows the 'Résumé' page with the 'Education and employment' tab selected. A red box highlights the 'Education history' and 'Employment history' sections, each with an 'Add' button.

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5. Once you have **completed filling out** each section, always **click “Save”**.

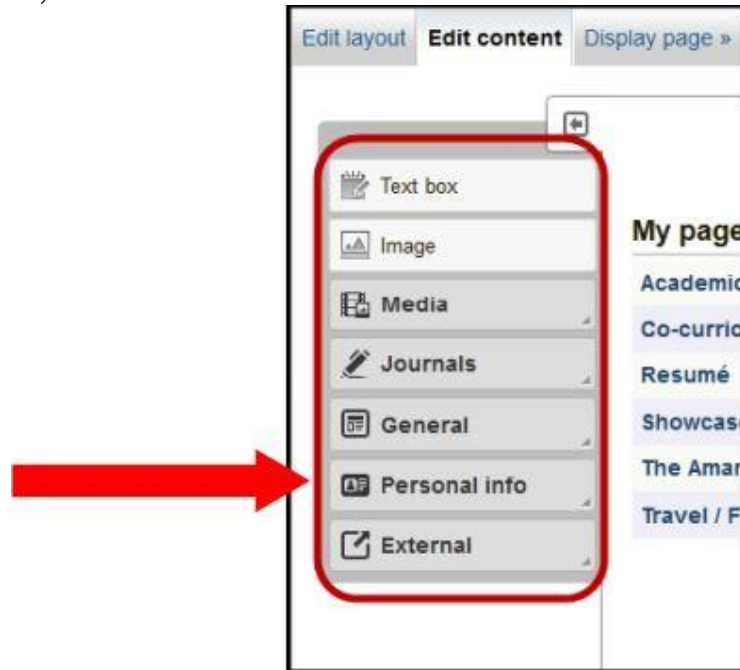


6. Once saved, the resume can be put on any of your ePortfolio pages by first **going to the “My ePortfolio” tab** and **clicking the grey pencil icon** next to the page where you would like to display your resume.

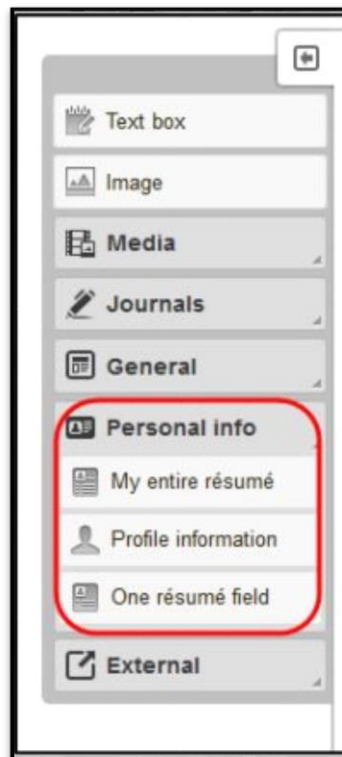


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7. Once in edit mode, **select “Personal Info”** from the content block.

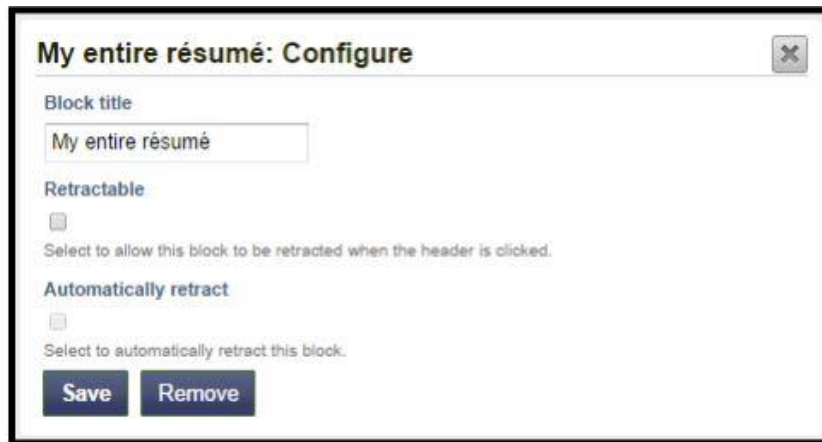


8. Now you will be able to **drag and drop** your entire resume or select sections.



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9. Be sure to **click “Save”** when you are finished.



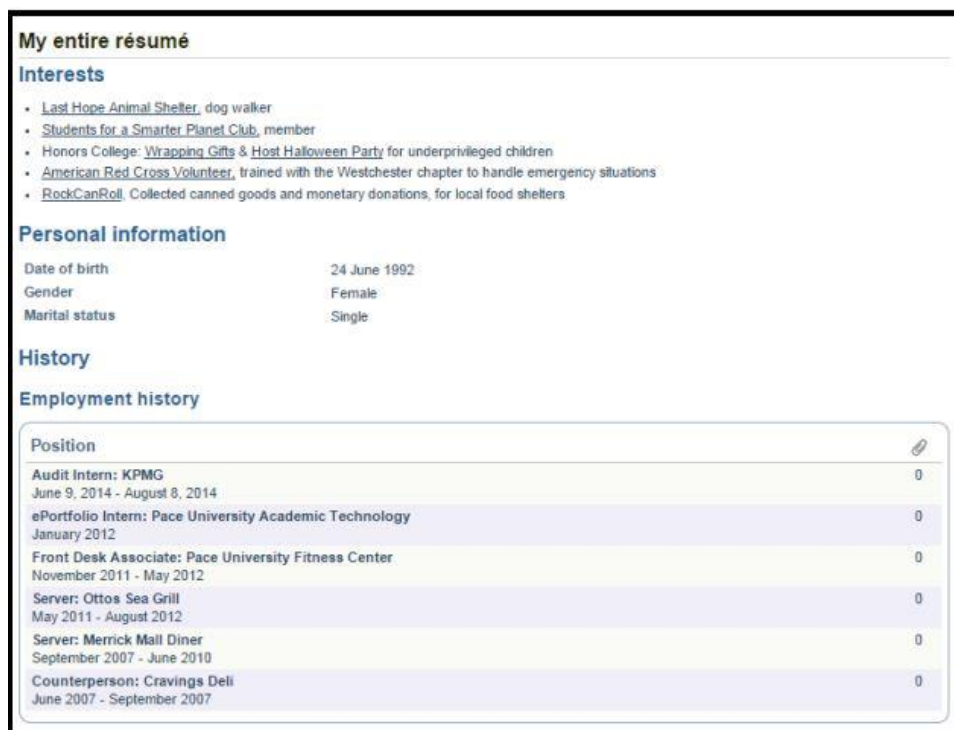
My entire résumé: Configure

Block title
My entire résumé

Retractable
☐
Select to allow this block to be retracted when the header is clicked.

Automatically retract
☐
Select to automatically retract this block.

Save **Remove**



My entire résumé

Interests

- [Last Hope Animal Shelter](#), dog walker
- [Students for a Smarter Planet Club](#), member
- Honors College: [Wrapping Gifts & Host Halloween Party](#) for underprivileged children
- [American Red Cross Volunteer](#), trained with the Westchester chapter to handle emergency situations
- [RockCanRoll](#), Collected canned goods and monetary donations, for local food shelters

Personal information

Date of birth: 24 June 1992
Gender: Female
Marital status: Single

History

Employment history

Position	
Audit Intern: KPMG June 9, 2014 - August 8, 2014	0
ePortfolio Intern: Pace University Academic Technology January 2012	0
Front Desk Associate: Pace University Fitness Center November 2011 - May 2012	0
Server: Ottos Sea Grill May 2011 - August 2012	0
Server: Merrick Mall Diner September 2007 - June 2010	0
Counterperson: Cravings Deli June 2007 - September 2007	0

My Notes: