



USING THE RESUME FEATURE

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

- After logging into ePortfolio, click the "Content" tab.

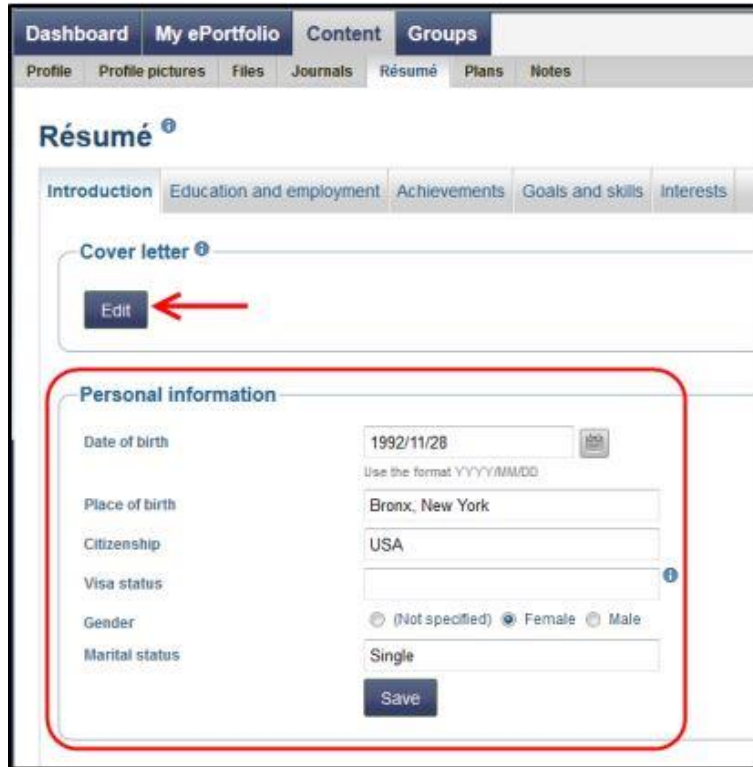


- Click "Resume".





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



Dashboard **My ePortfolio** Content Groups

Profile Profile pictures Files Journals **Résumé** Plans Notes

Résumé

Introduction Education and employment Achievements Goals and skills Interests

Cover letter

Edit

Personal information

Date of birth 1992/11/28 
Use the format YYYY/MM/DD

Place of birth Bronx, New York

Citizenship USA

Visa status

Gender ☐ (Not specified) ☒ Female ☐ Male

Marital status Single

Save

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



Résumé

Introduction Education and employment Achievements Goals and skills Interests



Résumé

Introduction **Education and employment** Achievements Goals and skills Interests

Education history

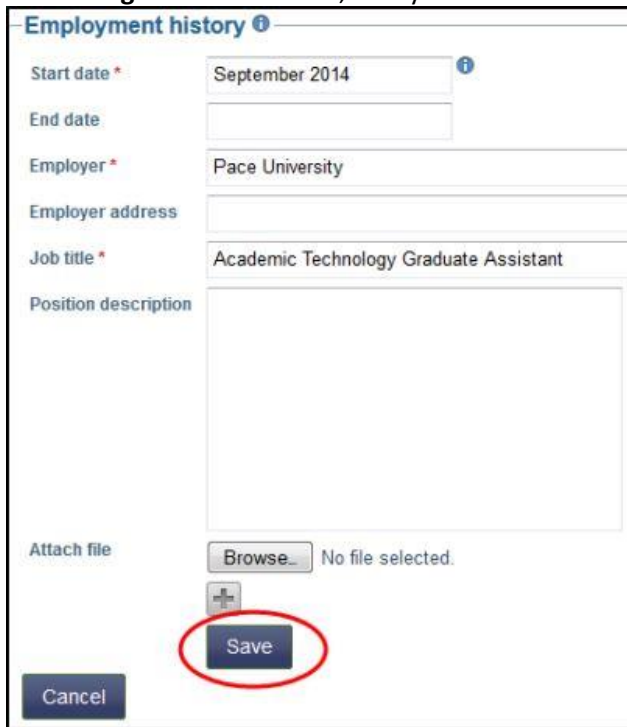
Add

Employment history

Add



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



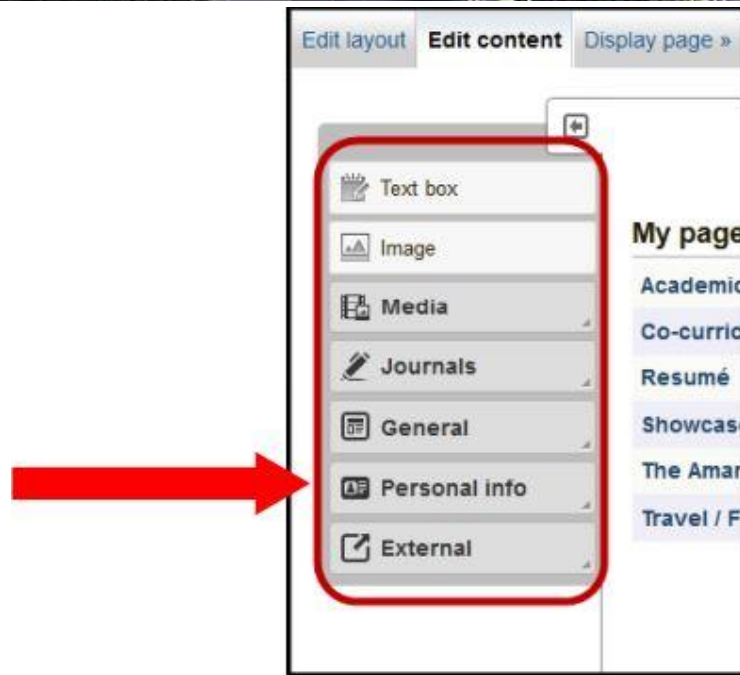
6. Once saved, the resume can be put on any of your ePortfolio pages by first **going to the “My ePortfolio” tab** and **clicking the grey pencil icon** next to the page where you would like to display your resume.



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



ePORTFOLIO



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





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

My entire résumé: Configure

Block title

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

My Notes: