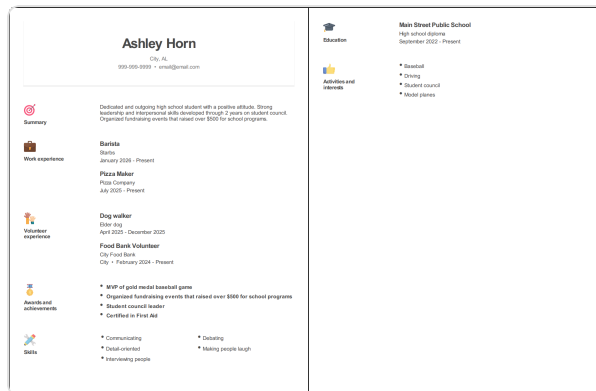


Resume Builder in Xello

A resume is a short summary of your skills, school life, and experience. Think of it as a professional "brag sheet" that shows why you are a great fit for a job, a volunteer spot, or an internship!

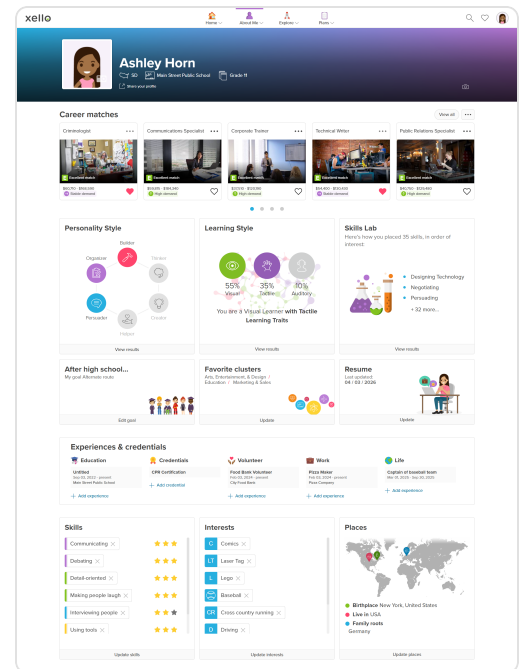


Complete the activities on your About Me page

The secret to a fast resume is finishing your **About Me** page in Xello first.

Xello takes the information you've already entered and pulls it right into the **Resume Builder**. This means less typing for you! Before you start your resume, make sure you have added:

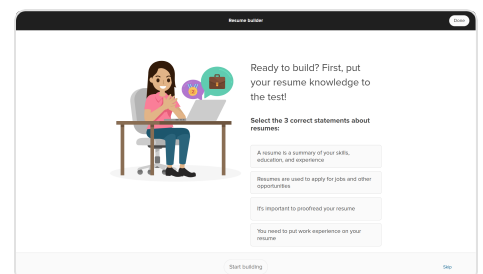
- **Skills:** Are you a great leader? Good at math? List your top skills
- **Interests:** Share your passions (but leave out "hanging out with friends").
- **Experiences:** This isn't just "jobs." It includes babysitting, mowing lawns, or helping at a bake sale!



Use the Resume Builder

Ready to give it a try? Here is how to get started:

- 1 From the top menu, click **About Me** and select **My Resume**.
- 2 Select the 3 correct statements and click **Start building**.
- 3 Click in a section to begin entering your summary, achievements, education, skills, and interests.

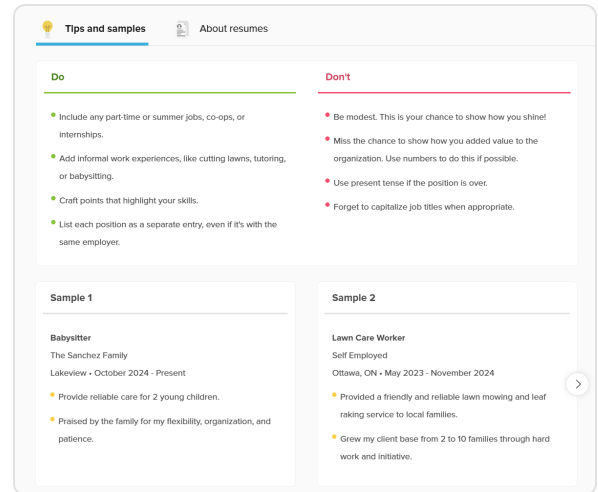


Tips and samples

If you get stuck, in every section, you can click **Tips & samples** to see real examples of what to write.

Quick do's and don'ts:

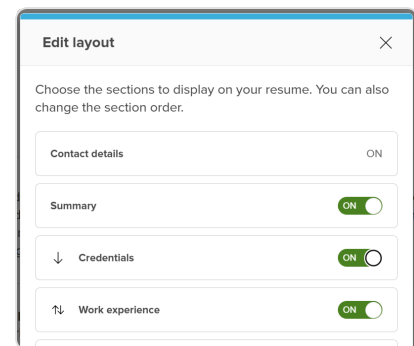
- DO: Use "power words" like strong, excellent, or reliable.
- DO: Proofread! A single typo can make a bad impression.
- DON'T: Be too modest. This is your time to shine!
- DON'T: Write too much. Keep your summary to 4 sentences or less.



Lay out your story

Click **Layout** to rearrange the order, opt to turn on or off different sections, or include the icons that show with each section title.

Pick the sections you want to show off. Move them around so your strongest and most relevant parts are at the top!



Download and apply!

Once you're happy with your work, you can download your resume in two ways:

- PDF: A professional, finished file that is ready to send to an employer.
- RTF: A file you can open in Google Docs or Word if you want to change the style or colors.

