



## Helping Students Create Professional Resumes

*Monica Biesok - October 1, 2020*

***With built-in guidance and tips, Xello's resume-builder helps middle and high school students of all abilities create a stand-out resume.***

Writing a resume can be an intimidating and time-consuming process at any age – but even more so for students in middle and high school that may be attempting a resume for the first time and struggling to figure out where to start, what to include, and why it matters.

Understanding how to showcase one's skills and abilities is a learning process in itself – one that helps pave the path for a student's future success by helping them secure internships, college scholarships, summer jobs, and post-secondary opportunities. That's why encouraging students to start early and guiding them through the resume-writing process is essential.

Recognizing the long-term benefits of building these employability skills early on, several states and school districts have incorporated resume creation into mandates and graduation requirements – ensuring that all students graduating high school carry with them the essential skills required to succeed in the real world.



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### **A guided resume building experience to support students of all abilities**

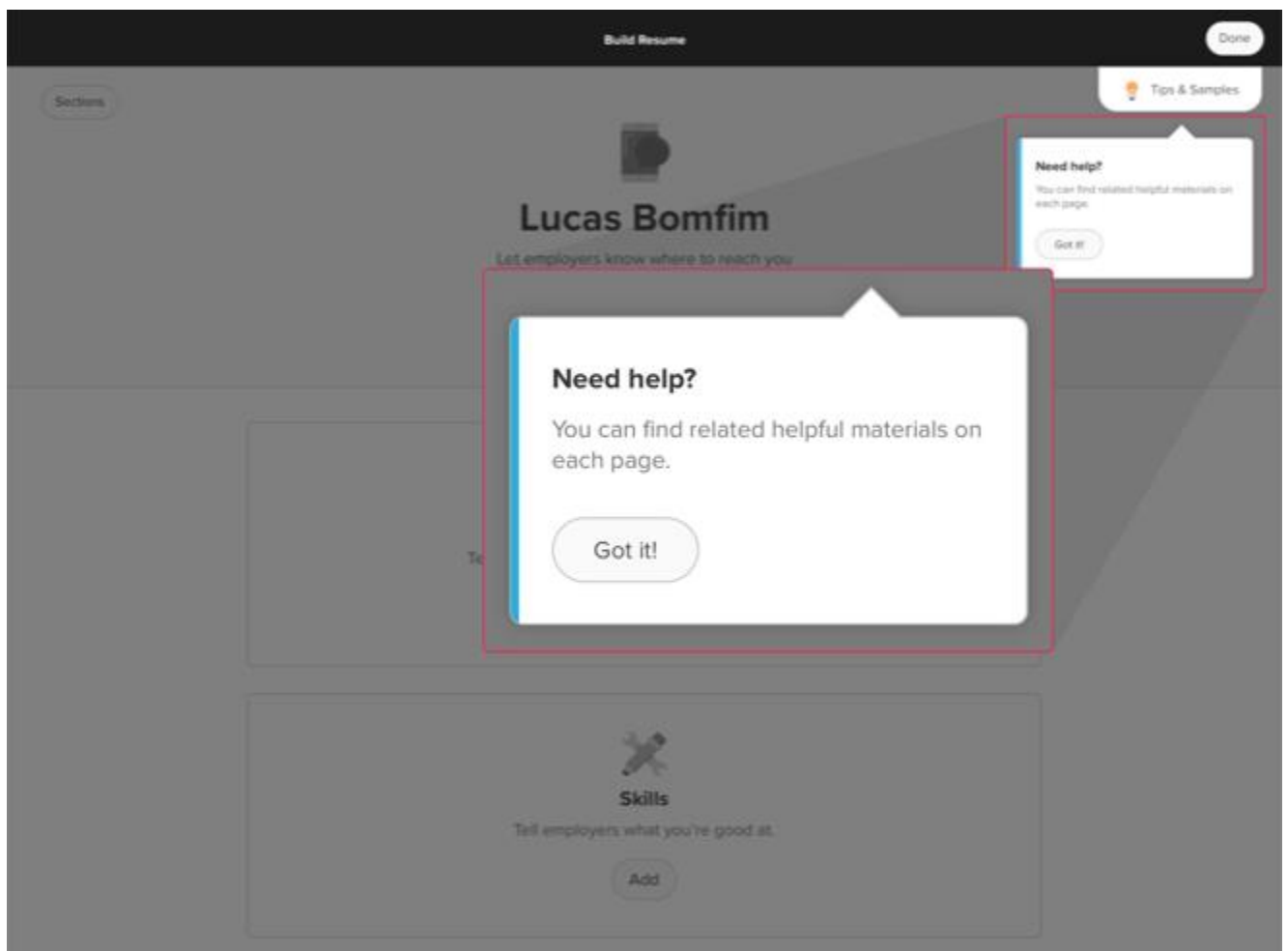
With Xello's new Resume Builder, your students can begin developing their resume-writing skills as early as middle school. Unlike the basic resume templates you'll find in a google search, Xello's Resume Builder is interactive, mobile-friendly, and offers students guidance throughout the process to help them understand the basics – like what a resume is, how it's used, and how to approach your resume if you don't have any work experience.

This guided approach creates a welcoming and engaging experience for all students – no matter what their starting point is. And with a handy tooltip that introduces students to their on-screen Help section on first visit, you can rest assured students will know exactly where to go to get help if they get stuck.



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An example of a built-in tooltip helping students get oriented

**Students can spend less time formatting and more time developing meaningful content**



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Students don't have to start from scratch. Xello's resume builder makes it easy to take the valuable information students have learned about themselves through assessments, self-reflection, and early experiences, and turn it into a professional resume.

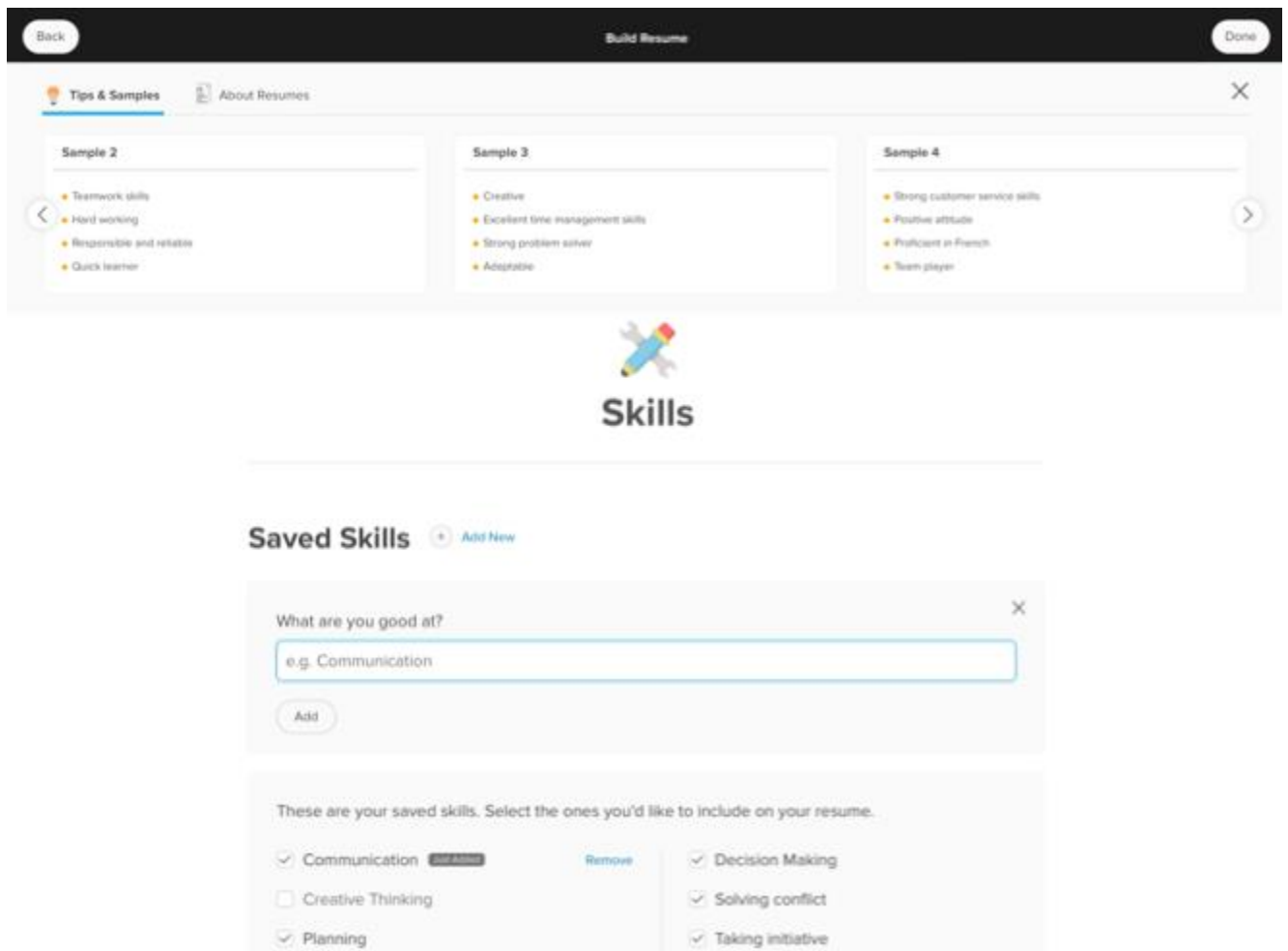
As students click into the different sections of their resume, they'll notice that Xello automatically pulls in any relevant work they've already completed in their 'About Me' portfolio – including saved skills, interests, work experiences, and volunteer experiences. Students simply click the checkbox next to a saved entry to add it directly to their resume. No copying and pasting required.

And when students edit saved entries or add new content to their resume, it's automatically synced back to the About Me profile so students don't have to make updates in two places.



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An example of a student selecting saved skills to add to their resume



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Within each section of the resume, students have access to Tips & Samples that help guide them in do's and don'ts of writing a stand-out resume and provide writing samples to inspire new ideas and help students quality check their content.

Back Build Resume Done

Tips & Samples About Resumes

**Do**

- Include any part-time or summer jobs, co-ops, or internships
- Add informal work experiences, like cutting lawns, tutoring, or babysitting
- Craft points that highlight your skills
- List each position as a separate entry, even if it's with the same employer

**Don't**

- Be modest. This is your chance to show how you shine!
- Miss the chance to show how you added value to the organization. Use numbers to do this if possible
- Use present tense if the position is over
- Forget to capitalize job titles when appropriate

**Sample 1**

**Babysitter**  
The Smith Family  
Toronto, Canada • October 2018 - November 2018

- Provided reliable care for 2 young children.
- Praised by the family for my flexibility, organization, and patience.

**Work Experience**

Your Work Experience + Add New

Job Title  
Cashier

Employer (optional)  
Target

City or Town Province (optional) Country (optional)

Add to Resume



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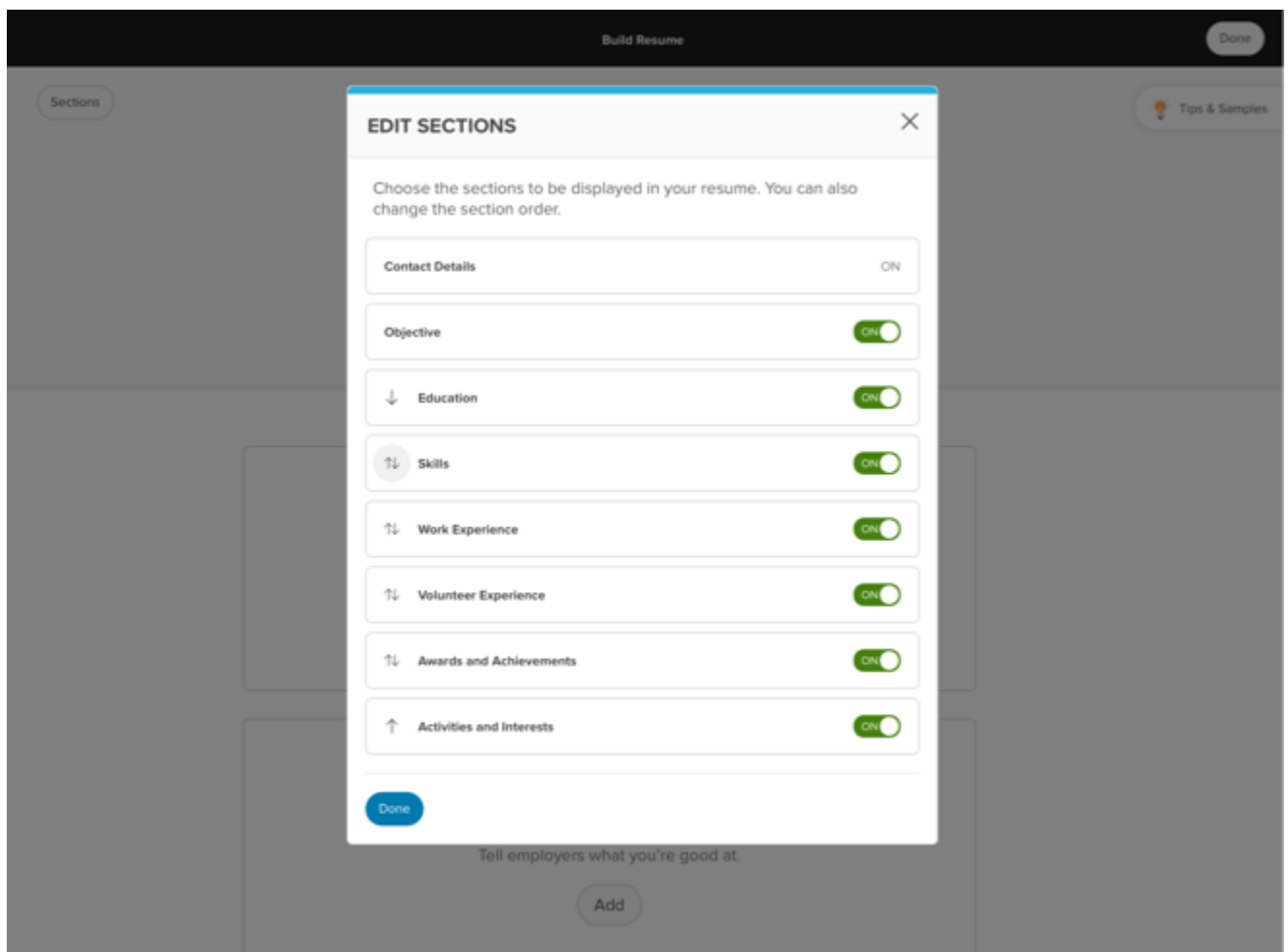
An example of the Tips & Samples included in the Work Experience section

At any point, students can use the Layout options to customize their resume by removing sections that aren't relevant, or readjusting the order so they can put their strongest skills and experiences first. Students can also hide the default icons that appear next to each section of the resume for a more professional look.



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An example of the Layout options used to customize a student's resume





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Once students have added content to each section and customized their resume to suit their needs, they can download it as a fully formatted, professional PDF, or as an RTF file – allowing them to add custom sections or style their resume their own way.

Students can make updates to their resume at any time. A ‘last updated’ date displays on the Resume tile on students’ About Me page to help them keep track. And if you’d like students to store multiple versions of a resume in Xello, students can simply download and save resume files to their Storyboard before making fresh updates