

Accessing the Resumé Builder

The Resumé Builder is accessed through QUT Virtual.

The Resumé Builder functions are located on the Student Services tab in QUT Virtual.

Click **Resumé Builder**.

Student Portfolio and Resumé Builder

These functions allow you to view and manage Student Portfolio information. You can also develop your Resumé and use it in conjunction with Student Portfolio.

[Student Portfolio](#)
[Resumé Builder](#)
[QUT Virtual File Manager](#)

Navigating the Resumé Builder

The Resumé Builder has 4 tabs. Read about Resumé Builder on the **Welcome** tab. Use the **Manage Details**, **Create Resumé** and **Export Resumé** tabs to create and manage your Resumé.

The **Manage Details** tab allows you to enter the details of your resumé and organise these details into groups.

The **Create Resumé** tab allows you to select which details are included in your resumé.

The **Export Resumé** tab allows you to export your resumé to print or to save and edit in another application.



Welcome Manage Details Create Resumé Export Resumé

Welcome to Resumé Builder, Julian... [Help?](#)

Your resumé is an accepted way of presenting in a concise, ordered and factual form the key aspects of your education, work experiences, interests and related activities. The Resumé Builder is provided by QUT to enable you to prepare yourself thoroughly to address employment opportunities. Note that the effort you expend now in the Resumé Builder should be rewarded in the future.

Find out [what you need to know before you build your resumé](#) prior to using Resumé Builder.

To start using the Resumé Builder you can go directly to a resumé tool by clicking on one of the above tabs, or click on the links below for more information about:

1. [How to use Resumé Builder](#)
2. [How to manage your resumé details](#)
3. [How to create a resumé](#)
4. [How to export your resumé](#)
5. [How to get help](#)

If you require further help please email: qutvirtual@qut.edu.au

Manage Details

Click the **Manage Details** tab to enter details for your resumé.

Welcome | **Manage Details** | Create Resumé | Export Resumé

Manage Resumé Details Help?

Below is a list of resumé groups that you can store details in. Click on the '±' to expand each group. To add or edit details click on a link to open the Manage Details form. To edit details you have already added click on the details title to open both their Manage Details and the Add/Edit forms.

NOTE: When you have added all your details go to 'Create Resumé' to add your details to your resumé. Remember you can create multiple resúmes.

- ± Personal Details
 - Name
 - Addresses
 - Home
 - Optional Details
- ± Education Qualifications
- ± Computer Skills
- ± Language Skills
- ± Skills and Achievements
- ± Work History
- ± Community and other Activities
- ± Additional information
- ± Referees

Click the ± next to a group to see the types of details you can edit in that group.

Click a link to edit those details

Manage Personal Details Help?

Name

Edit your name details in the fields below, then click the SAVE button. To return to the last saved version click on the RESET button. Required fields are indicated by *.

Title:

First Name: *

Last Name: *

SAVE RESET

[Close without saving](#)

Remember to click SAVE after editing your details.

Enter as much detail as possible into as many groups as possible. You can create multiple resúmes for different purposes.

Create a Resumé

Once you have added some details in various groups under the Manage Details tab, you can select the details you wish to appear in your resumé. Click the **Create Resumé** tab.

Welcome | Manage Details | **Create Resumé** | Export Resumé

Create a Resumé Help?

Your resumé is made up of a selection of the details you have entered into the Manage Details area. You currently do not have any resúmes. To create a resumé, click on the link below.

[Create a new Resumé](#)

Click **Create a new Resumé**
The box on the left appears.

Enter a title for the Resumé.

Tick the checkbox next to the details you wish to include. Ticking **Resumé details** selects all the details you previously entered in the **Manage Details** tab. Use the '+' to open each area to select individual details.

Remember to click **SAVE**
You can reorder your resumé after saving.

Create a Resumé Help?

To create a resumé, type a title into the box provided and select the details you wish to include. To select or deselect a category, click the checkbox beside it. Clicking on the '+' next to a category will expand it, allowing you to select specific details from within that category. When finished, click on the SAVE button. To return to the previously saved version, click on the RESET button.

Use the PREVIEW button to view the resumé in a finished format (you can also edit your resumé details while previewing the finished format).

Title:

[Display legend](#)

Resumé details

- ± Personal Details
 - Name
 - Address
 - Home
 - Optional Details
- ± Education Qualifications
- ± Computer Skills
- ± Language Skills
- ± Skills and Achievements
- ± Work History
- ± Community and Other Activities
- ± Additional Information
- ± Referees

SAVE RESET

After saving your resumé, you may reorder the resumé groups or preview your resumé using the buttons below.

REORDER PREVIEW

[Close without saving](#)

Export Resumé

Once you have created a Resumé, you can export it. This will produce a viewable version of your resumé with basic formatting. Click the **Export Resumé** tab.

Welcome | Manage Details | Create Resumé | **Export Resumé**

Export a Resumé Help?

Select a resumé then click EXPORT.

Resumé	Last Updated	Select
Generic Resume	04 Nov 2004 16:08	<input type="checkbox"/>

EXPORT

Email qutvirtual@qut.edu.au if you need help or have any comments.

Resumé

Justin Studentson

PERSONAL DETAILS

Contact Details

Home
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Australia
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EDUCATION QUALIFICATIONS

Tertiary Qualifications

1998 - 2002 Bachelor of Information Technology
Queensland University of Technology
Majoring in Software Engineering.

WORK HISTORY

Career Related