

How to Create a Resume

1. Select the ▼ symbol next to your circled initials
2. Select **Resume** under Documents and Notes
3. Select the + symbol and category from the dropdown menu
4. Enter the information and select **Add**
5. Select **Print/Export Resume**
6. Select the + symbol
7. Select your preferred template
8. Name your resume and select **Continue**
9. Choose which sections to add to your resume
10. Select **Save Resume**
11. You can now **download** your resume
12. Follow the above steps to **edit** and add information to your resume

Demo

Work Experience	Aug 2021 - Present	Cashier Roswell Rd. Chic Fil A Grade 11, 12 15 Hrs/Week
Education	Aug 2022 - Present	Walton High School 1590 Bill Murdoch Rd., Marietta, GA 30062
Volunteer Service	Aug 2023 - Present	Spanish Tutor Walton High School Spanish Honor Society Grade 11 2 Hrs/Week
Extracurricular Activities	Aug 2022 - Aug 2023	Walton Ambassador Grade 10
	Sep 2021 - Aug 2022	Random Acts of Kindness Club Grade 10 1 Hrs/Week
Awards	May 2023	Excellence in 9th Literature Grade 9
	May 2023	Excellence in H Physics Grade 9
Music/Artistic Achievement	Aug 2023 - Present	Trumpet Section Leader - Mastery Band Grade 11
	Aug 2022 - Present	Marching Band - Trumpet Grade 9, 10, 11 15 Hrs/Week