

HAROLD D. STEINBRIGHT

career

d e v e l o p m e n t

center



Creating Your SCDConline Resume

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The SCDCOnline Resume

The process of finding your co-op job often takes place through SCDCOnline, a unique recruitment management resource that streamlines the operations of the Steinbright Career Development Center. Through this convenient online system, you can search for job openings, select jobs to apply for, schedule interviews, and accept job offers.

Before you can apply to jobs, you must create at least one resume online on the SCDCOnline system. This ensures uniformity of resume size, and enables a huge volume of resumes to be accessed by employers for each job posting cycle. Your coordinator will critique your resume during your pre-registration meeting (sometimes referred to as “pre-reg”).

You cannot participate in the SCDCOnline process without having the SCDCOnline resume completed online and having it reviewed by your coordinator during your pre-registration meeting. You will complete your first resume in COOP 101. Your coordinator will critique your resume during pre-reg and approve you in the system to search for jobs.

Since SCDCOnline is web-based, you can continue to work on your resume from anywhere, even during the summer, without returning to campus.

Using Multiple Resumes

One of the great features of SCDCOnline is that it gives you the ability to create and save up to three versions of your resume, so you can apply to different kinds of jobs with a resume that's tailored to fit them. When applying for jobs, you determine which version of your resume to submit to each employer.

If you are completing your first resume for COOP 101, only create ONE resume. Delete any test resumes that you may have previously entered. Having more than one resume can result in the wrong resume being graded, or even an incomplete resume going to an employer later on when you are applying for jobs.

Getting Started

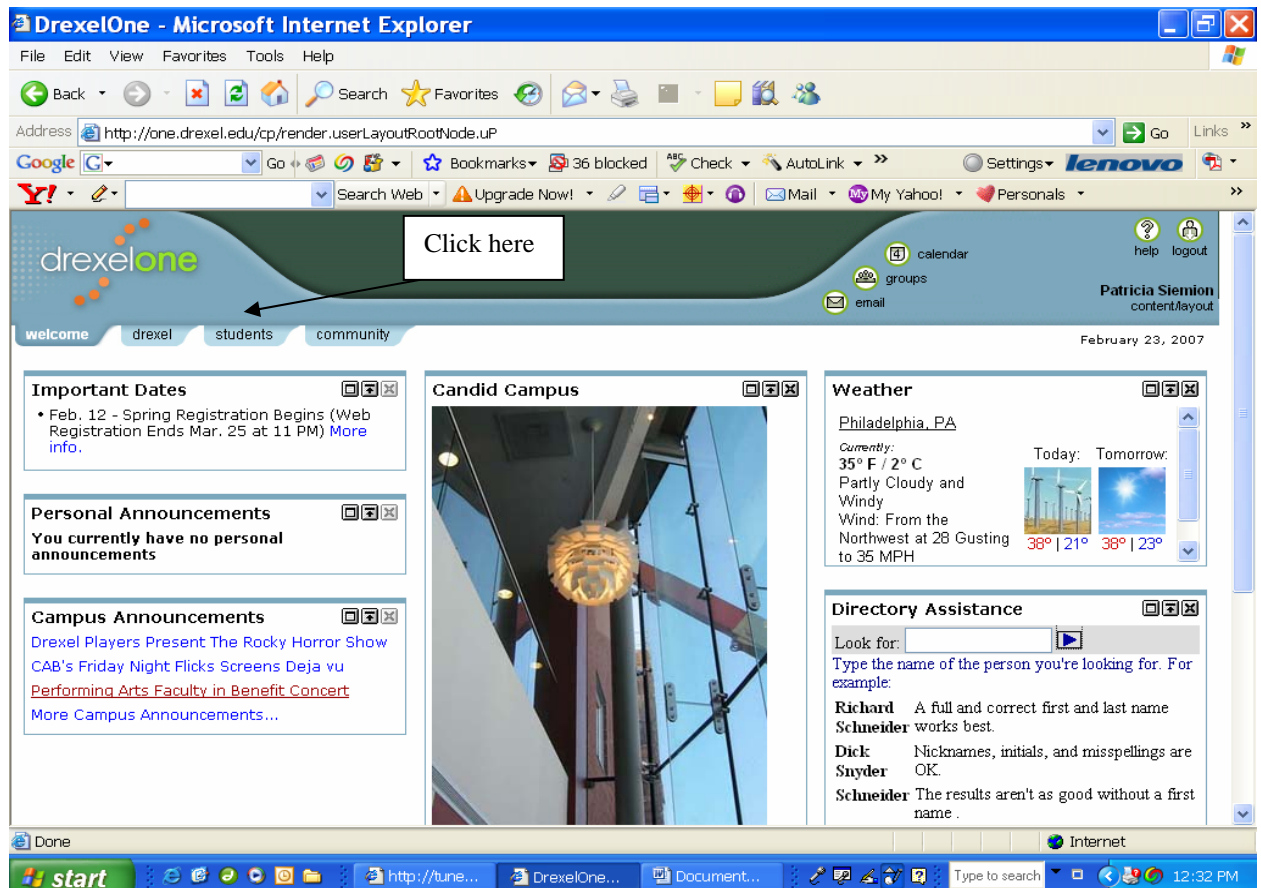
On SCDCOnline, resumes are built in sections, and initially they all use the same default style—the same font, font size, number of columns, and so on—which you need to modify before you can send it out.

To get started, log onto DrexelOne, and follow the directions in this pamphlet.

Access Student Resources

To access your Student Resources:

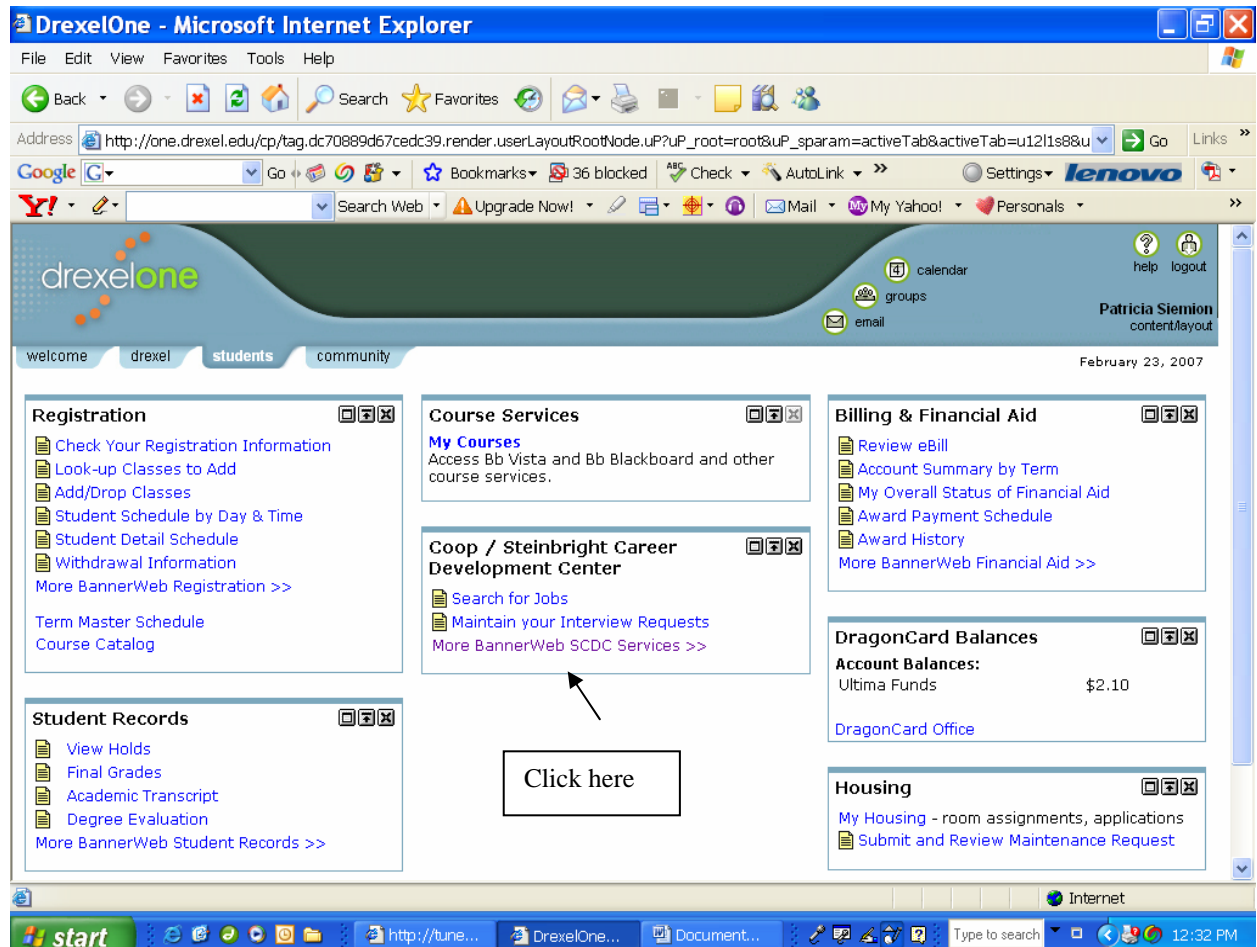
- Click on the *Students* tab
- You will be directed to the Student Resources page



Access the Steinbright Career Development Center Services

To access the Steinbright Career Development Center (SCDC) Services:

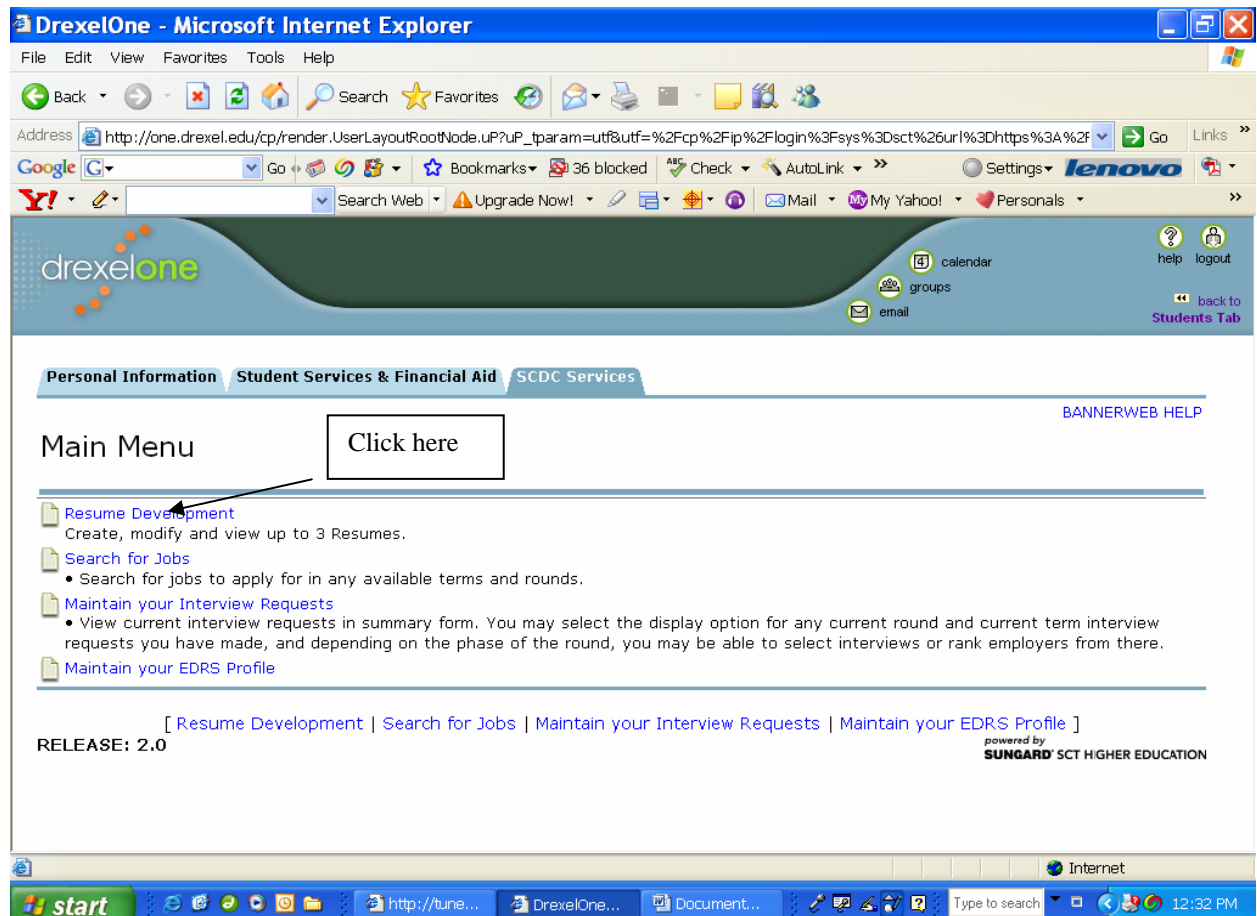
- Find the Coop / Steinbright Career Development Center section
- Click on *More BannerWeb SCDC Services*



Access Resume Development

To access your resume:

- Click *Resume Development*
- You will enter the Resume Development application



Editing an Existing Resume

If you have a resume already in the system, to edit it:

- Click on the name of the resume
- You will be directed to the resume display page

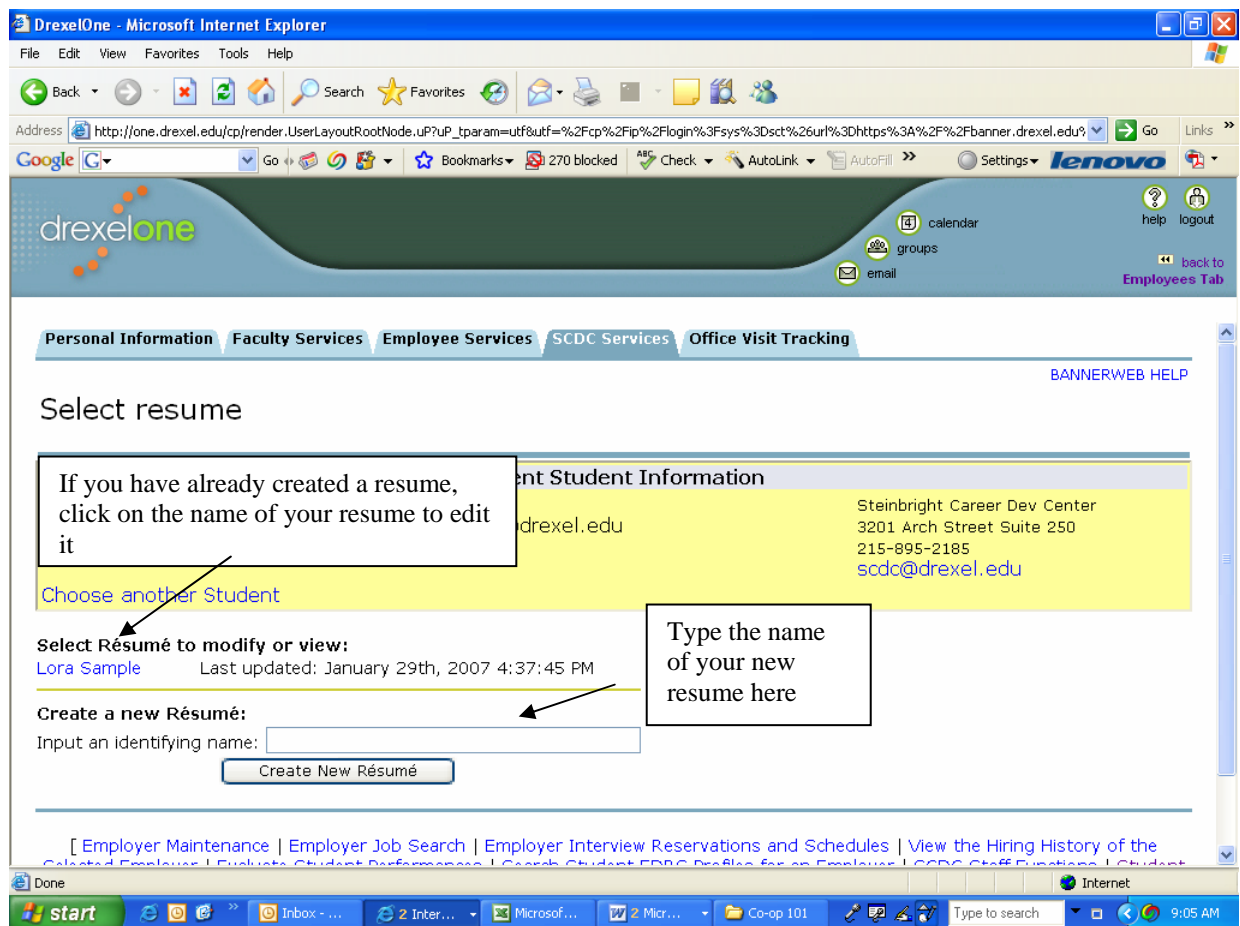
Create a New Resume

If you do not yet have a resume online, or want to create a new one:

- Input a name for the resume
- Click *Create New Resume*
- You will be directed to the resume display page

Notes

- Make sure the name you choose for a resume identifies the content or target of that resume, because if you confuse resumes, you may send the wrong one to an employer
- If you are entering your first resume for COOP-101, only enter ONE resume to ensure that the correct resume is graded



Enter Contact Information

- Enter your name, address, telephone number(s) and email(s) in the fields
- Empty fields will be removed when your resume is viewed or printed
- Additional fields may be used for an additional address, telephone number or email; or for a professional website that you would like employers to see (example: a link to your portfolio)

The screenshot shows a Microsoft Internet Explorer browser window titled 'DrexelOne - Microsoft Internet Explorer'. The address bar displays a URL from 'http://one.drexel.edu'. The page features the 'drexelone' logo and navigation links like 'calendar', 'groups', 'email', 'help', and 'logout'. The main content area is titled 'CONTACT INFORMATION' and includes a warning: 'Any unfilled fields will be removed when being printed or viewed.' The form contains fields for 'Name (required)', 'Address Information' (with multiple lines for city/state/zip, phone numbers, and professional websites), 'Telephone(s)', and 'Email(s)'. A 'Submit' button is located below the email field. A message states: 'You must provide the required contact information before you can create any sections for this résumé.' Below this is a 'Return' button and a link 'to Résumé Selection'. At the bottom, there is a horizontal menu with links: '[Employer Maintenance | Employer Job Search | Employer Interview Reservations and Schedules | View the Hiring History of the Selected Employer | Evaluate Student Performances | Search Student EDRS Profiles for an Employer | SCDC Staff Functions | Student]'. The Windows taskbar at the bottom shows the 'start' button, several open applications, and the system clock at 9:12 AM.

CONTACT INFORMATION
Any unfilled fields will be removed when being printed or viewed.

Name (required)

Address Information: complete address including city/state/zip. Extra fields can be used for additional phone numbers, a professional website, etc.

Telephone(s)

Email(s)

You must provide the required contact information before you can create any sections for this résumé.

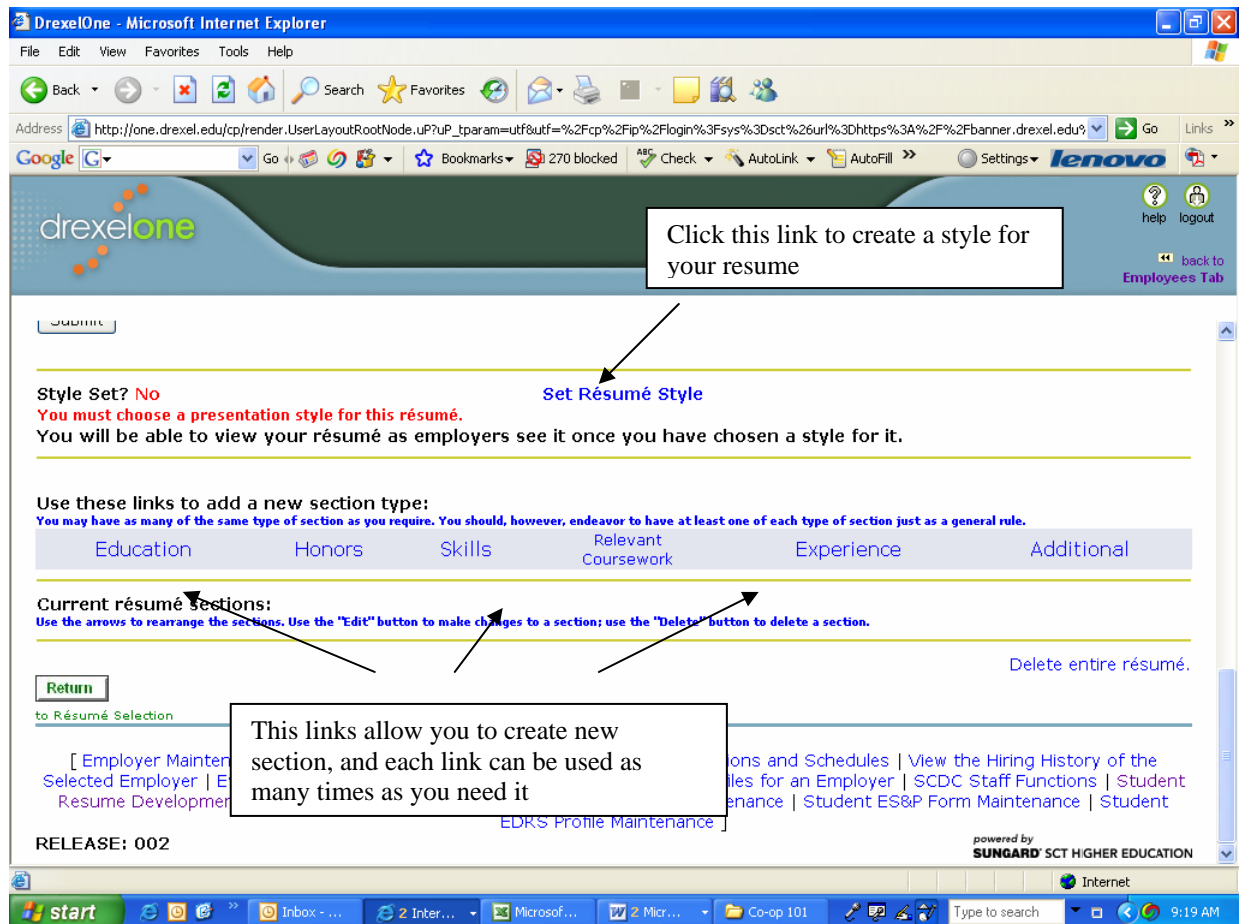
[to Résumé Selection](#)

[[Employer Maintenance](#) | [Employer Job Search](#) | [Employer Interview Reservations and Schedules](#) | [View the Hiring History of the Selected Employer](#) | [Evaluate Student Performances](#) | [Search Student EDRS Profiles for an Employer](#) | [SCDC Staff Functions](#) | [Student](#)]

Set the Resume Style

Before an employer can see your resume, you must set the style. The style of your resume refers to how the information is structured on the page. This screen also allows for some formatting options.

- Click *Set Resume Style*
- You will be directed to the *Resume style settings* page



This screen is the Resume Display page. You will return to this page every time you want to create a new section, edit an existing section, change your resume style or view your completed resume.

Resume Style Settings

- Choose the size of your margins (the system defaults to ½ inch, which is often too small)
- Choose the font size and format for your name and address
- Indicate whether or not you would like a horizontal line in between your contact information and the body of your resume

Use the drop down menus to make your selections

Mrs Lora R Furman
Phone: 215-895-2185
More Info

Steinbright Career Dev Center
3201 Arch Street Suite 250
215-895-2185
scdc@drexel.edu

Megan

Left and Right Margins: 1/2 inch

Top and Bottom Margins: 1/2 inch

Address/Header Layout:

Name display settings:
Font Size: 10 Font Face: Arial Font Style: Plain

Address display settings:
Font Size: 9 Font Face: Arial Font Style: Plain

Do you want to print a horizontal line to separate your name and address from the rest of the résumé? Yes

- Next, choose how you would like your contact information to be displayed in the header of your resume

Do you want to print a horizontal line to separate your name and address from the rest of the résumé? Yes

Choose the address data alignment for this résumé from the selections below:

☒ Résumé Student Name
Address Lines
Center justified
City, State Zip
999-999-9999
email@address.edu

☐ Résumé Student Name
Address Lines
Left justified
City, State Zip
999-999-9999
email@address.edu

☐ Address Lines
Left justified
City, State Zip
999-999-9999

☐ Résumé Student Name
email@address.edu

☐ Résumé Student Name
Address Lines
Right justified
City, State Zip
999-999-9999
email@address.edu

☐ Résumé Student Name
email@address.edu
Address Lines · City, State Zip · 999-999-9999

Body Layout:

- Finally, select formatting options for your section titles and remaining text, and choose how you would like the body of your resume to be displayed

The screenshot displays the DrexelOne resume builder interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: http://one.drexel.edu/cp/render.UserLayoutRootNode.uP7uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dsc%26url%3Dhttps%3A%2F%2Fbanner.drexel.edu%3F. The page features a navigation bar with links for 'calendar', 'groups', 'email', 'help', and 'logout', along with a 'back to Employees Tab' link. The main content area is titled 'Body Layout:' and contains two sections: 'Section Title display settings' and 'Section Text display settings'. Both sections have dropdown menus for 'Font Size' (set to 9), 'Font Face' (set to Arial), and 'Font Style' (set to Plain). Below these settings, a message states: 'Choose the basic section display layout from the selections below:'. Three layout options are presented, each with a radio button and a description: 1. 'Details all left ex: Company Name, Company Location Job Title, January 2001 to June 2001 Additional text (ex. Job responsibilities) all left'. 2. 'Details split left and right ex: Company Name Company Location January 2001 to June 2001 Job Title Additional text (ex. Job responsibilities) all left'. 3. 'Details all indented ex: Company Name, Company Location Job Title, January 2001 to June 2001 Additional text (ex. Job responsibilities) all left'. The first option, 'Details all left', is selected. The browser's status bar at the bottom shows the 'start' button, a search bar, and the time '9:27 AM'.

After you have made your style selections, be sure to click *Save your style selections* at the bottom of the page. You will then return to the **Resume Display** screen, and can begin building each section of your resume.

Hints:

- Be sure to use the same font throughout your resume (choose either Arial or Times New Roman, not both)
- Choose a layout that will not leave one side of your resume empty, since your resume should take up the entire page
- Use formatting to make section titles stand out, and to emphasize any other important points
- Remember to be consistent with formatting

Input Education

- Input your first Education item, Drexel University
- In the row of blue links, click *Education* to add a new education item
- You will be directed to the *Resume Sections Update* page

Note: The names of the links are more about formatting than content. The *Education* template has specific fields relevant to education; *Experience* is the only one that will let you break out your accomplishments into bullet lists. The others are limited, and have subtle variations of which you should be aware.

Input Education Item

Input your current school (Drexel University) here

- Enter the section title in the “Title of this section” field (Education)
- Enter the school information on the left
- Set the styles on the right
- Click the *Save section* button
- You will be returned to the **Resume Display** page

Note: You can repeat the steps on this page for each college you have attended. We do not recommend you include high school unless there is something special about it you want to bring out. Do NOT include a section title for subsequent Education entries. Leave the field blank. Refer to *A Note About Sections...* on page 16.

The screenshot shows the DrexelOne resume builder interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://one.drexel.edu/cp/render.UserLayoutRootNode.up?up_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dsc%26url%3Dhttps%3A%2F%2Fbanner.drexel.edu/. The page has a blue header with the DrexelOne logo and navigation links like calendar, groups, email, help, and logout. The main content area is titled "Type text in these fields" and "Format each item here".

Type text in these fields:

- Megan**
- Left and Right Margins: 1/2 inch
- Left and Right Margins: 1/2 inch
- This is an **Education** Section
- The title of this section** Example: Education
- Name of School:** Example: Drexel University
- Location of School (City and State or Country):** Example: Philadelphia, PA
- Degree Sought/Received:** Example: Bachelor of Science in Computer Science
- Major or Concentration (Optional):** Example: Database Administration
- Dates Attended or Anticipated Graduation:** Example: Anticipated Graduation - June, 2004
- GPA (Type and number - don't use unless 2.8 or above):** Example: Cumulative GPA: 3.2
- Save section**

Format each item here:

- Arial, 9 point, Plain
- Style:** Plain
- Style:** Plain
- Style:** Plain
- Style:** Plain
- Style:** Plain
- Style:** Plain

Input Relevant Coursework Item

- Refer to the **Resume Display** screen on page 9
- In the row of blue links, click *Relevant Coursework* to add a new Relevant Coursework item

The *Resume Sections Update* page shown above is displayed

- Enter the title of the section
- Enter six to ten relevant courses you have taken or are currently taking (**Note: Use descriptive titles, not course numbers**)
- Choose a format for the list
- Click the *Save section* button

DrexelOne - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://one.drexel.edu/cp/render.UserLayoutRootNode.up?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dsc%26url%3Dhttps%3A%2F%2Fbanner.drexel.edu%2F Go Links

Google Go Bookmarks 270 blocked Check AutoLink AutoFill Settings lenovo

Pop-up blocked. To see this pop-up or additional options click here...

drexelone

calendar help logout groups email back to Employees Tab

W RESUME DETAILS

Megan

Left and Right Margins: 3/4 inch

Left and Right Margins: 3/4 inch

This is a **Relevant Coursework** Section

The title of this section Example: Relevant Coursework Arial, 12 point, Bold, Italics

Relevant Coursework

List coursework relevant to this résumé: Arial, 11 point, Plain

Foundations of Business I, II

Financial Accounting Foundations

Microeconomics

Macroeconomics

Expository Reading and Writing

Introduction to Analysis I, II

Select a format for the text above:

If you choose a columnar format, keep each line short, and press (enter) after every line.

☐ 1 Column List

☒ 2 Column List

☐ 3 Column List

Save section

start Inbox - ... 2 Inter... Microsoft... 2 Mic... Co-op 101 Type to search 9:43 AM

Input Skills Item

- Refer to the **Resume Display** screen on page 9
- In the row of blue links, click *Skills* to add a new Skills item

The *Resume Sections Update* page shown above is displayed

- Enter the title of the section
- Enter the list of skills
- Choose a format for the list
- Click the *Save section* button

Note: You can have multiple skills sections if you would like to differentiate sets of skills. The example below shows a combined list of software and language skills. You can have sections for technical skills, artistic skills, language skills, etc. Title each appropriately. Refer to *A Note About Sections...* on page 16.

The screenshot shows a web browser window titled "DrexelOne - Microsoft Internet Explorer". The address bar shows a URL from "http://one.drexel.edu". The page content includes a header with the "drexelone" logo and navigation links like "calendar", "groups", "email", "help", "logout", and "back to Employees Tab". The main content area is titled "Megan" and shows resume details: "Left and Right Margins: 3/4 inch" and "This is a Skills Section". Below this, there are two input fields: "The title of this section" with the value "Skills" and "List skills relevant to this résumé:" with the value "Software - Microsoft Word, Excel and PowerPoint" and "Languages - Fluent Spanish, Conversational French". A "Save section" button is at the bottom. A "Select a format for the text above:" section shows radio button options: "Paragraph", "1 Column List" (selected), "1 Column List, Bulleted", "2 Column List", and "2 Column List, Bulleted".

Input Experience Item

- Refer to the **Resume Display** screen on page 9
- In the row of blue links, click *Experience* to add a new Experience item

The *Resume Sections Update* page shown above is displayed

- Enter the title of the section
- Enter the details of the employer or organization
- Enter a list of your accomplishments - be sure that your cursor is at the end of the last word you typed in the “Responsibilities” field or you will create an empty bullet point on your resume
- Choose a format for the list – this is where you can create bullet points
- Select some formatting options from the drop-down menus on the right side
- Click the *Save section* button

Note: You can repeat the steps on this page for each Experience you have had. Refer to **A Note About Sections...** on page 16.

DrexelOne - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address: http://one.drexel.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dsc%26url%3Dhttps%3A%2F%2Fbanner.drexel.edu%2F Go Links

Google G Go Bookmarks 270 blocked Check AutoLink AutoFill Settings lenovo

drexelone

calendar help logout groups email back to Employees Tab

Megan

Left and Right Margins: 3/4 inch
Left and Right Margins: 3/4 inch
This is an **Experience** Section

The title of this section Example: Experience

Experience

Name of Employer: Example: Sperry-Rand Univac, Inc
Starbucks

Location of Employer (City and State or Country): Example: Philadelphia, PA
Philadelphia, PA

Job Title/Position: Example: Clerk Typist, Assistant Accountant
Barista

Example: April to August, 2001
June 2005 - June 2007

Responsibilities:

Prepared coffee orders according to customer specifications
Processed cash and credit transactions of up to \$700 per day
Resolved customer concerns and complaints
Trained four new employees

Select a format for the text above:
If you choose a columnar format, keep each line short, and press (enter) after every line.

☐ Paragraph
☐ 1 Column List
☒ 1 Column List, Bulleted
☐ 2 Column List
☐ 2 Column List, Bulleted

Arial, 12 point, Bold, Italic

Style: Bold

Style: Plain

Style: Italic

Style: Plain

Arial, 11 point, Plain

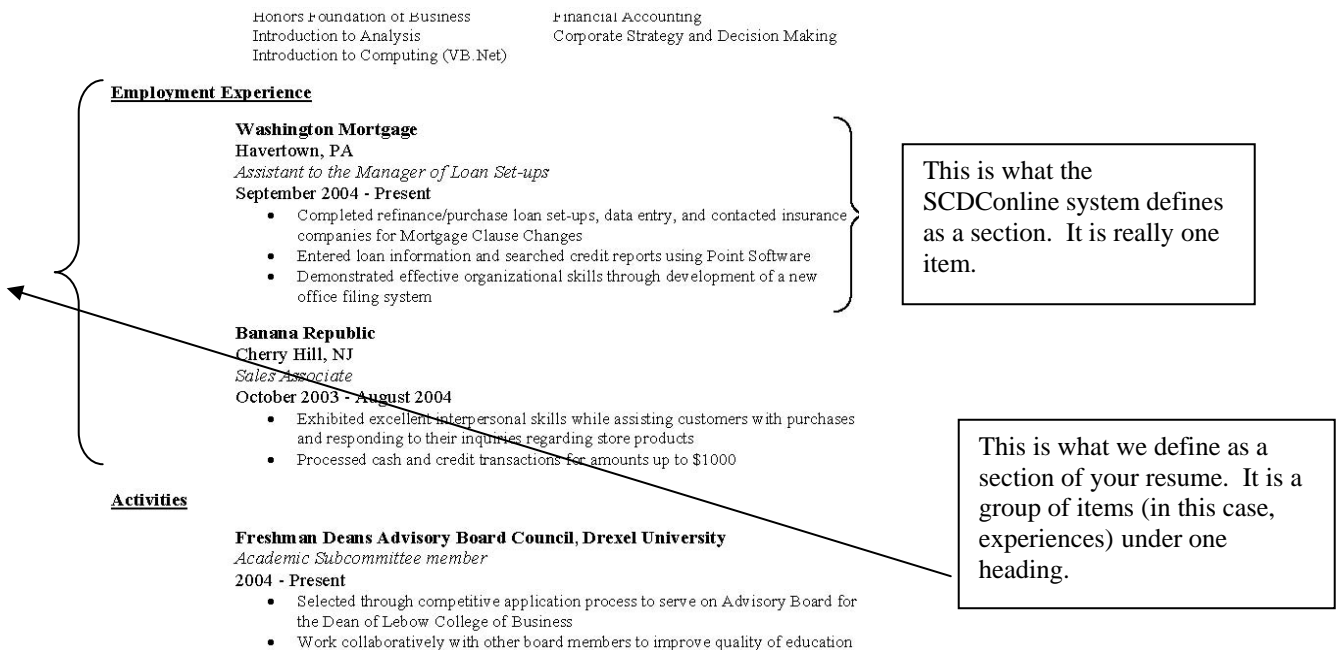
Done

start

Inbox - ... DrexelO... 2 Micr... 2 Micr... 2 Wind... Type to search 10:41 AM

A Note About Sections...

The SCDCOnline resume system uses the term “Section” differently than we do when referring to your resume.



It is important to understand this distinction to build sections of experiences that bring out your accomplishments. When considering experiences, consider not only job experience, but also volunteer experience, memberships in organizations, class projects, etc. Group these items together in sections such as “Relevant Experience,” “Volunteer Activities,” “Organizations,” “Work Experience,” etc. This way you can group relevant information first, even if it was not paid employment.

When entering any of these experiences, be sure to use an “Experience” item. This is the only item that allows you to format it with all the detail shown above.

Creating Sections

The “Title of this section” field determines when new sections of your resume are created.

For example, in the sample above:

- The “Washington Mortgage” item starts the “Employment Experience” section. The “Title of this section” field contains “Employment Experience”
- The “Banana Republic” item is in the same section. The “Title of this section” field is blank.
- “Activities” is a new section of Experience descriptions. To start the new section, enter “Activities” in the “Title of this section” field.

Since each section is in its own reverse chronological order, you can have an older experience that is more relevant come before newer, less relevant experience by careful choice of sections. Check with your COOP 101 Instructor or your Co-op Coordinator to discuss your own particular circumstances.

Start a New Experience Section

- Refer to the **Resume Display** screen on page 9
- In the row of blue links, click *Experience* to add a new Experience item

The *Resume Sections Update* page shown above is displayed

- Enter the title of the section
- Follow all directions for any other Experience item
- Click the *Save section* button

Note: For *any* experience in which you have had accomplishments, use an experience item. Only use *Additional* for organizations or activities for which you do not want to expand out your accomplishments.

DrexelOne - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://one.drexel.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dsc%26url%3Dhttps%3A%2F%2Fbanner.drexel.edu%2F Go Links

Google G Go Bookmarks 270 blocked Check AutoLink AutoFill Settings lenovo

drexelone calendar help logout email back to Employees Tab

Left and Right Margins: 3/4 inch
This is an **Experience** Section

[The title of this section](#) [Example: Experience](#)

Activities

Name of Employer: [Example: Sperry-Rand Univac, Inc](#)
Springfield High School Yearbook Staff

Location of Employer (City and State or Country): [Example: Philadelphia, PA](#)
Springfield, PA

Job Title/Position: [Example: Clerk Typist, Assistant Accountant](#)
Chief Layout Specialist

Example: April to August, 2001
September 2005 - June 2007

Responsibilities:

Specialist
Created 100 page yearbook to accurately reflect the school population and culture
Utilized Adobe Photoshop and Illustrator to structure pages, edit content and create uniform style
Delegated tasks to staff of seven and monitored progress of content

Select a format for the text above:
If you choose a columnar format, keep each line short, and press (enter) after every line.

☐ Paragraph
☐ 1 Column List
☒ 1 Column List, Bulleted
☐ 2 Column List
☐ 2 Column List, Bulleted

Save section

Internet

start e i m >> Inbox - ... DrexelO... 2 Micr... 2 Micr... 2 Wind... Type to search 10:53 AM

Input Additional Item

- Refer to the **Resume Display** screen on page 9
- In the row of blue links, click *Additional* to add a new Additional item

The *Resume Sections Update* page shown above is displayed

- Enter the title of the section
- Enter the list of organizations, activities, etc
- Choose a format for the list
- Click the *Save section* button

Note: The formatting options of this item are limited. Use only for additional information for which you do not want to expand out accomplishments.

The screenshot shows a web browser window titled "DrexelOne - Microsoft Internet Explorer". The address bar displays a URL from "http://one.drexel.edu". The page header includes the "drexelone" logo and navigation links for "calendar", "groups", "email", "help", and "logout". A "back to Employees Tab" link is also present.

The main content area is titled "Megan" and contains the following text:

Left and Right Margins: 3/4 inch
Left and Right Margins: 3/4 inch
This is an **Additional Information** Section

Below this, there are two input fields:

The title of this section Example: Activities Arial, 12 point, Bold, Italics

Enter your information here: Arial, 11 point, Plain

Below the input fields, there is a section for selecting a format:

Select a format for the text above:
If you choose a columnar format, keep each line short, and press (enter) after every line.

The format options are:

- ☐ Paragraph
- ☒ 1 Column List
- ☐ 1 Column List, Bulleted
- ☐ 2 Column List
- ☐ 2 Column List, Bulleted

A "Save section" button is located at the bottom of the form.

Final Resume

The screen below shows your finished resume in the design screen. Refer to the callouts for different functions you can access from here.

The screenshot shows the DrexelOne resume design interface in a Microsoft Internet Explorer browser window. The address bar displays a URL from <http://one.drexel.edu>. The page features a Drexel logo and navigation links like 'calendar', 'help', and 'logout'. A 'back to Employees Tab' link is also present.

Callouts and functions shown:

- Click here to download a Word document version of your resume:** Points to a link labeled 'View résumé as employers see it.'
- Click one of these links to add new sections:** Points to a row of section type links: Education, Honors, Skills, Relevant Coursework, Experience, and Additional.
- Click here to edit existing sections:** Points to an 'Edit' button for the 'Education' section.
- Click here to delete existing sections:** Points to a 'Delete' button for the 'Skills' section.
- Click the red arrows to move sections up or down:** Points to the red up/down arrows next to the 'Activities' section.

The 'Current résumé sections:' list includes:

- Education:** Drexel University
- Relevant Coursework:**
- Skills:**
- Experience:** Starbucks
- Activities:** Springfield High School Yearbook Staff
- Volunteer Work:**

Each section has an 'Edit' button and a 'Delete' button. The 'Delete' button for 'Skills' is highlighted with a red arrow.

SCDOnline Resume - Frequently Asked Questions

Q: Why do I have to name my resumes?

A: You can have up to three resumes in SCDOnline. You should give them different names. As you apply for each online job, the system will ask you 'Which resume do you want to send?' and you should be able to pick the correct one, based on the name. The resume in the first position is the default resume. If you do not choose a resume to send as you apply to a job, the system will send the default resume. Make sure that the default resume is in good shape—if it is only partially complete, delete it or change the position so it is no longer the default resume.

Q: I created my whole resume, but I cannot view it.

A: You need to click the link to *Set Resume Style*, and then choose the layouts, fonts, etc. that you want for your resume. You should then be able to see it when you click the link, *View resume*.

Q: I have added one Employment Experience section, how do I add others?

A: Go to the screen which has the links for section headings. Click on *Experience*, and complete the information. The new section may now show up on the bottom of the page. If it does, use the red arrow to move it up.

Q: I see the section heading "Employment Experience" three times.

A: That should really appear just once, as the head of one whole employment section, with perhaps three different jobs under it. On the screen which shows each section, there is a button to *Edit* or *Delete*. Leave the heading "Employment Experience" in the section that is on top, and go in and delete the heading from the other sections.

Q: I added a section, but it is now at the bottom of the resume.

A: Use the red arrows to move sections up or down.

Q: I thought I made corrections, but I cannot see the changes.

A: Make sure you are working within the section, where you can edit or delete, and then save your changes. You should not be working on the PDF version of your resume.