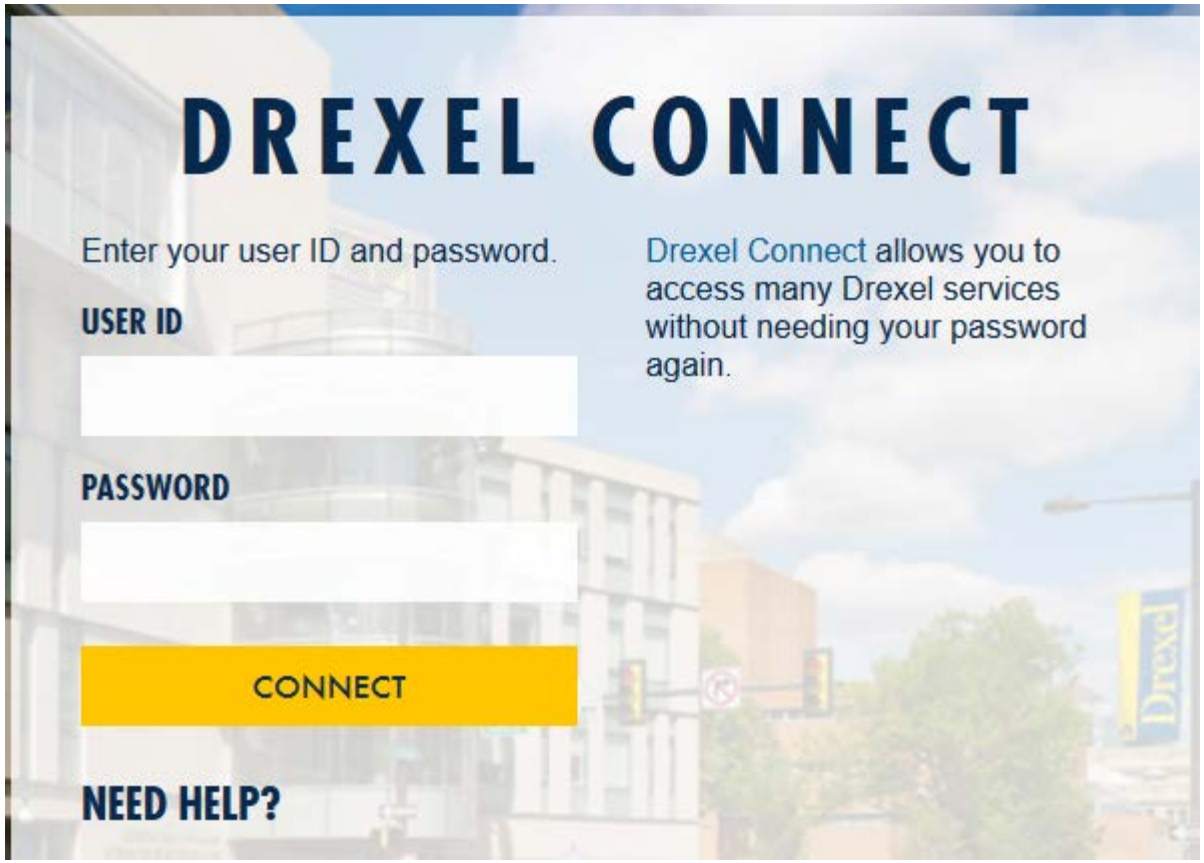
Deleting a resume in SCDCOnline



Step 1:

Log into DrexelOne (one.drexel.edu).

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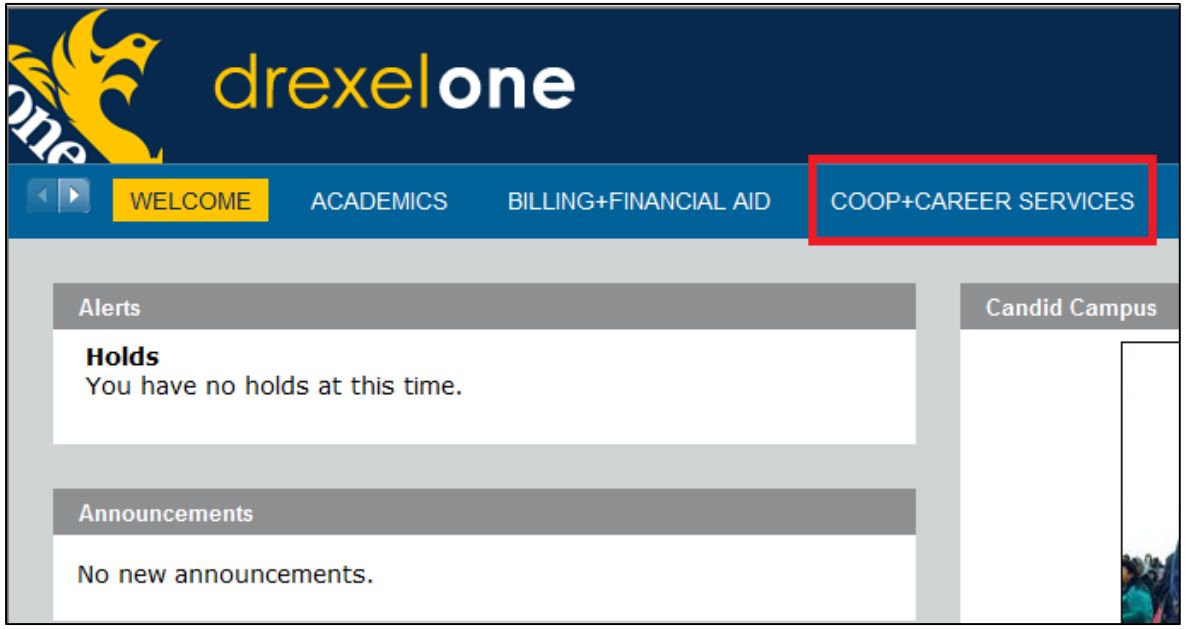

Step 2:

Click “COOP+CAREER SERVICES” in the top bar.

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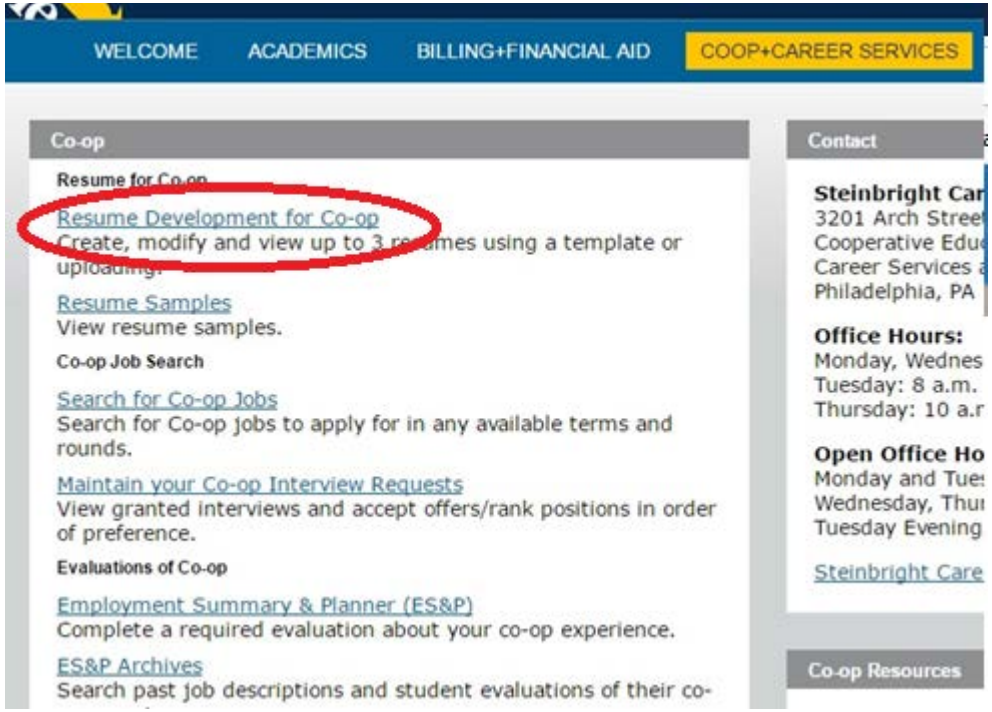

Step 3:

Click “Resume Development for Co-op” in the Co-op Channel.

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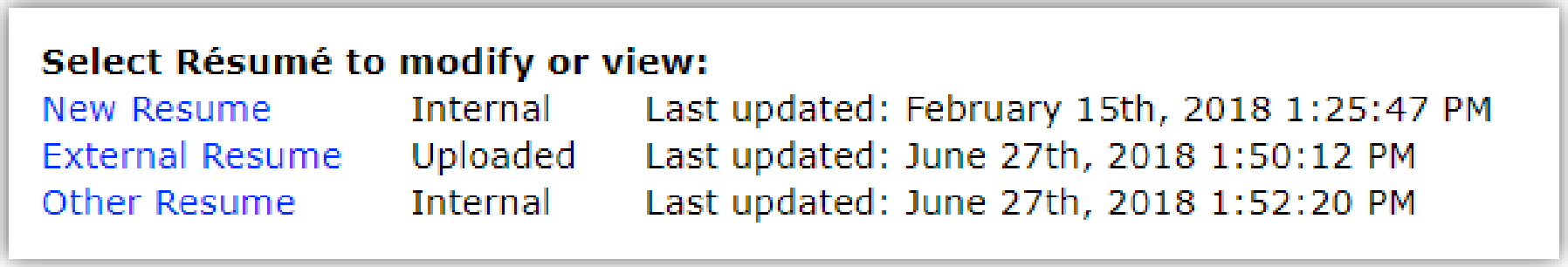
Step 4:

On this screen you can view your current active resumes. The maximum number of resumes in the system is three (3) so you will need to delete a resume before you can upload a new resume. Click on the title of the resume you wish to delete.



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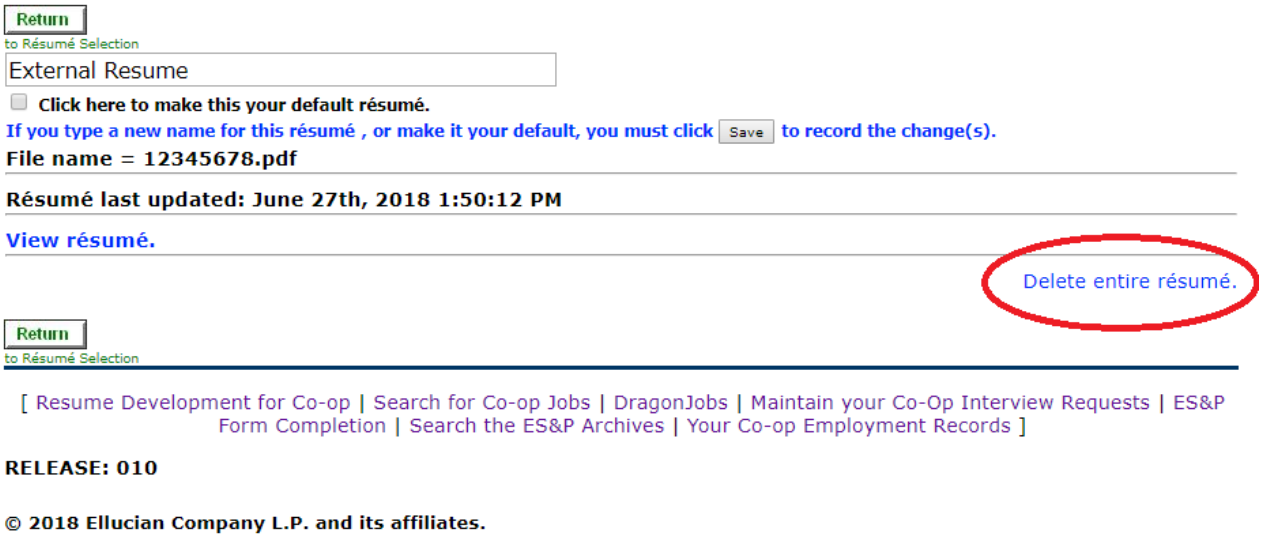
Step 5:

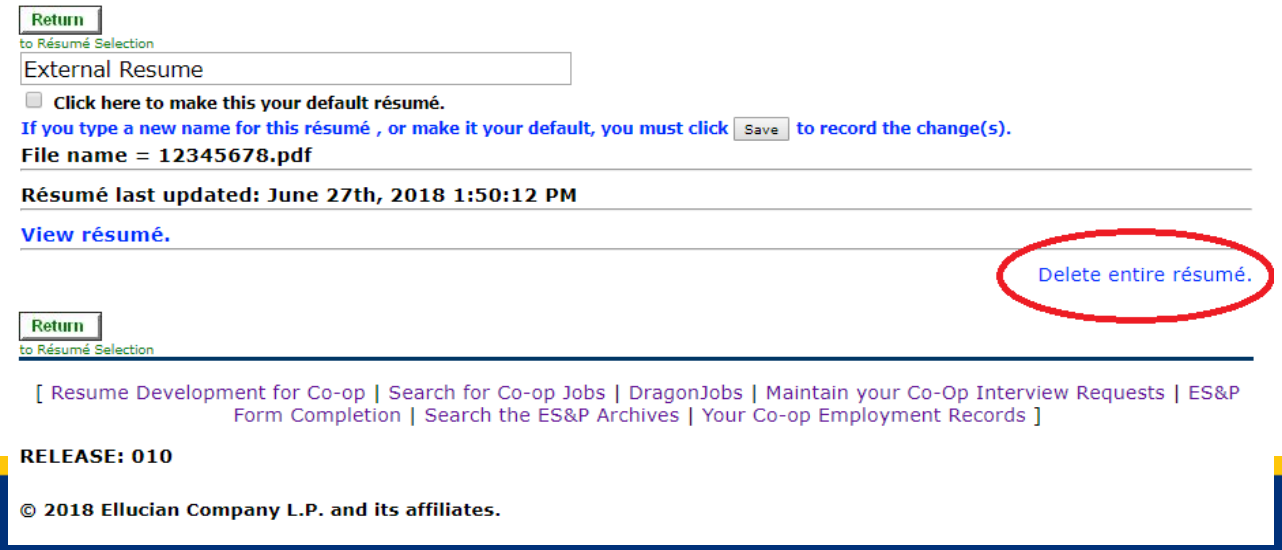
When you click into a resume a “Delete entire resume” link will be present on the bottom right of the resume.



Deleting a resume in SCDCOnline

The "Delete entire resume" link is not showing for me…why?

1. If you used this resume to apply for a job in the current round (for example A-round) you will not be able to delete the resume until after Optimal Pairing/A-round closes. Please check back for link then.
2. For the internal resume builder you must input your personal/address information and save before the delete button will appear.



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