

# BIG INTERVIEW RESUME BUILDER STEPS

**Step 1:** Select “My Resume”

**Step 2:** Select “Resume Builder”

**Step 3:** Click “Get Started”

**Step 4:** Begin by selecting “Education” -> “Start Building Your Resume”

**Step 5:** Fill out details about yourself. Title of your document should be “First Name Last Name, Resume – MedCerts.” *Example:*

Resume Title: Cooper Smith, Resume - MedCerts

Full Name: Cooper Smith

Profession/Job Title: Healthcare Professional

Location: Livonia, MI

Phone Number: 000-000-0000

Email Address: cooper.smith@gmail.com

**Step 6:** Write a Professional Summary About Yourself. Click on “The Art of Writing a Great Summary Statement” for tips on building a strong professional summary.

**Step 7:** Education & past qualifications. Add your MedCerts Education and/or related training or educational experiences in this section.

*Example:*

Degree or Qualification: Medical Assistant Program

Name of Institution: MedCerts

Where is the institution located? Livonia, MI

Year when you earning your degree/qualification? 2021

GPA: *Leave blank for MedCerts*

Other Details: *Leave blank for MedCerts*

**Save and go to next step**

**Step 8:** Previous work experience. Fill this section out with all your jobs from the past 10 years. *Note: If this job is not related to your desired career field, focus on your transferable skills (communication skills, time-management skills, customer service skills, organizational skills, etc.). Be sure to list your jobs in reverse chronological order, meaning your most recent to your least recent job.*

*Example:*

Company Name: Walmart

Location: Detroit, MI

Start Month & Start Year: Aug 2017

End Month & End Year: Present

Your Role Here: Security

Describe Your Responsibilities & Achievements:

- Utilize effective communication skills to de-escalate issues/situations with customers
- Prioritize time and tasks using effective organizational skills to perform duties as assigned
- Work with team members to distribute tasks and contribute to overall productivity
- Engage in quality customer service using strong communication skills

**Save and go to next step**

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**Step 9:** Projects you've worked on. *Skip this step. If you have questions, contact your Career Coach once you've completed your resume about the projects section on a resume.*

**Save and go to next step**

**Step 10:** Add Your Certifications. Enter in information related to the certification(s) you have completed or are in the process of completing through MedCerts. *Previous certifications completed prior to MedCerts can be added, as well (i.e.. CNA certifications, First Aid certifications, CPR certifications, IT certifications, etc.)*

*Example:*

*Certification Name: A+ Certification, CompTIA (Pending) - NOTE: If the certification has been completed, put the year of completion in parentheses*

*Link to Reference: Leave Blank*

*Describe this Certification: Leave Blank*

**Save and go to next step**

**Step 11:** Add your skills and abilities. Visit your program page on the MedCerts website. Refer to the Skills Gained list. Choose 5 skills and paraphrase the skills to make it more consistent and concise.

- Program: Medical Assistant Program
- Skills Gained from Website: "Comply with HIPAA/HITECH, OSHA and CMS and other healthcare regulations and laws as they apply to patient information"
- Paraphrased Skill: "Comply with HIPAA and related healthcare policies"
  
- Program: IT Helpdesk Administrator
- Skills Gained from Website: "Understand the basics of operating systems (OS), network technologies and design principles"
- Paraphrased Skill: "Knowledge of OS, network technologies, and design principles"

**Save and go to next step**

**Step 12:** Theme. Select a theme that is most appealing and easy-to-read and follow. *Tip: Modern or Elegant are preferred themes. Adjust your font and line sizes to make your resume as concise as possible.*

- *The order of your sections should be as follows:*
  - *Professional Summary*
  - *Education*
  - *Certifications*
  - *Skills*
  - *Experience*
- *Seek Career Coach advice if confused about the order of your sections*

**Save and go to next step**

**Step 13:** Your Resume is done. Download your resume as a PDF. *Note: If you are unhappy with the look and feel, go back to step 12 and adjust your settings.* When you feel confident in your product, please send your PDF resume via email to your Career Coach for feedback and review.