

Creating Your Resume in WIN Career Readiness System

Hello, and welcome to the WIN Learning how to video series. Before we start, please note that the products, login, URL access, and person types you see in this video may be different from what you see in your portal, but the functions are the same.

Welcome to the WIN Career Readiness System Resume Builder. Whether you're just starting out on your career path or looking to level up, this tool makes it easy to create a professional resume that shows off your skills and experience.

Let's start by selecting the resume builder from the header menu under the product dropdown or selecting go on the resume builder tile on the dashboard. Then select the resume link to launch the wizard.

Personal summary. Let's start with the basics. Your name, city and state, phone number, and professional email. Then write a short summary that answers one big question. Why should someone hire you?

Not sure what to say? Pick two to three things to highlight, like your job skills, tools you know, or awards you've earned. And if it's still not perfect, don't worry. Our AI can help polish it up. If AI Enhance is turned on for your organization, you can have it improve your summary.

If you would rather have AI generate your summary, skip this field for now, fill out the remaining sections, come back to the personal summary at the end, then AI will generate your summary based on all your details.

Education. Next, add your education. This includes degrees, licenses, certifications, or even online courses. Be sure to include the school name, what you studied, and any achievements or awards. Show off your love of learning. Employers love that.

Work experience. Now let's talk about your work experience. This can be full time jobs, part time gigs, volunteer work, or even freelance projects. Include the company name, your job title, where you worked, and what you did.

Add any achievements or responsibilities that show what you're capable of. If AI Enhance is enabled for your organization, you can use it in this section to improve your job description and suggest relevant bullet points based on your role.

Professional skills. Finally, add your skills, like teamwork, digital tools, or technical know-how. You can add these skills yourself or let AI suggest skills based on your summary.

Choose your skill level and category, like soft skills, digital skills, or leadership. This helps organize your resume and make it easy to read.

Once you're happy with everything, preview your resume. You can go back and make changes at any time.

When it's ready, download it, print it, or email it to your next employer.

Thank you for watching this WIN Learning how to video. If you have any questions or need assistance, please contact the WIN Learning support team at 888-717-9461, option 3, or email support@winlearning.com.