



MySECO Feature:

How do I build my resume?

The MySECO Resume Builder provides an easy-to-use template to create a chronological resume by pulling information from your MySECO profile. A well-prepared resume provides an accurate and professional snapshot of your skills and abilities to potential employers.

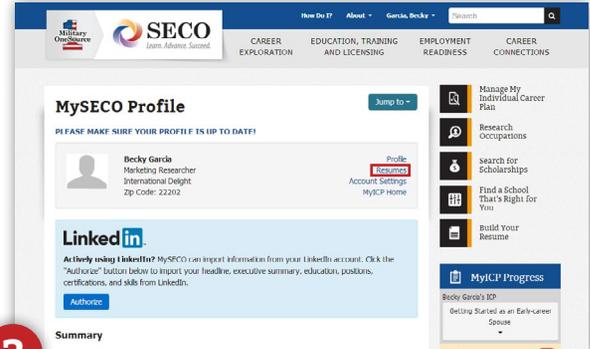
How do I find it on MySECO?

-  Manage My Individual Career Plan
-  Research Occupations
-  Search for Scholarships
-  Find a School That's Right for You
-  Build Your Resume

1 Use the quick action links located on each page.

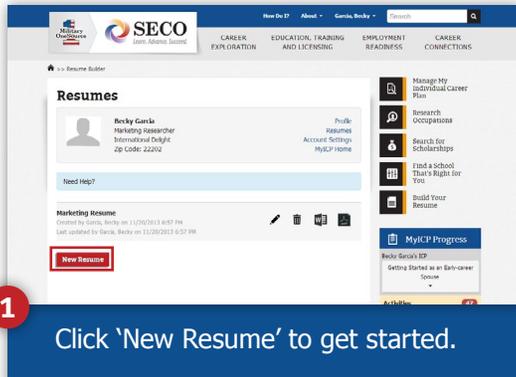


2 Click the 'Resume Builder' link in the Applications and Resumes section of the Employment Readiness lifecycle stage.

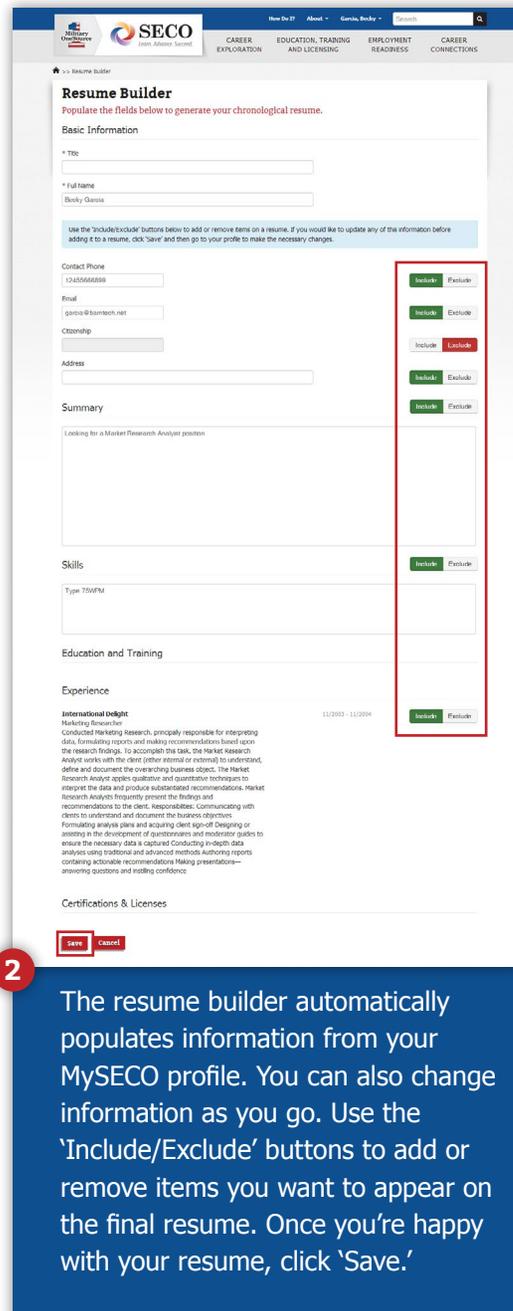


3 Access the tool from the resume section of your MySECO profile.

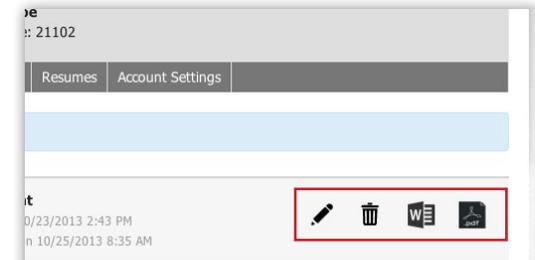
How to use this tool



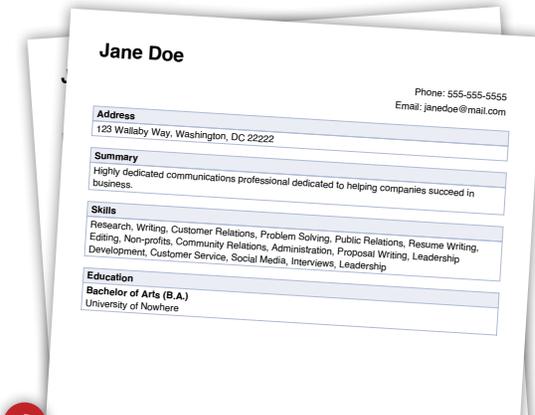
1 Click 'New Resume' to get started.



2 The resume builder automatically populates information from your MySECO profile. You can also change information as you go. Use the 'Include/Exclude' buttons to add or remove items you want to appear on the final resume. Once you're happy with your resume, click 'Save.'



3 Once you 'Save' your resume, you have the option to edit your resume using Microsoft Word or the Resume Builder. You can also delete your resume or print it as a PDF.



4 Check out your new resume!

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The Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, visit MySECO at <https://myseco.militaryonesource.mil/> or call 800-342-9647.