

'Get a Job' Tools Enhancements – Professional Center

Resumes, cover letters, and thank-you letters built with the Get a Job tools can now be exported when viewing an individual portfolio in the Professional Center. This will allow for editing and reformatting within a word processing program.

Process for Professionals:

1. **Sign in** to your Professional Center account.
2. Click on the **Students and Groups** tab.
3. Search for an individual student using:
 - a. Search
 - b. Browse by Class
 - c. Browse by Last Name
4. Click on the name of the student whose portfolio you wish to view.
5. Click on **Career Planning** in the menu that appears.
6. Click the **Getting Ready for Work** section.
7. Click on the resume, cover letter, or thank-you letter you wish to view.
8. Click **Export This** in the upper right corner of the screen. Depending on your browser, the file may open automatically or you may see a dialog box asking for additional steps like "Save" or "Open." You'll now be able to edit your document in a word processing program.

