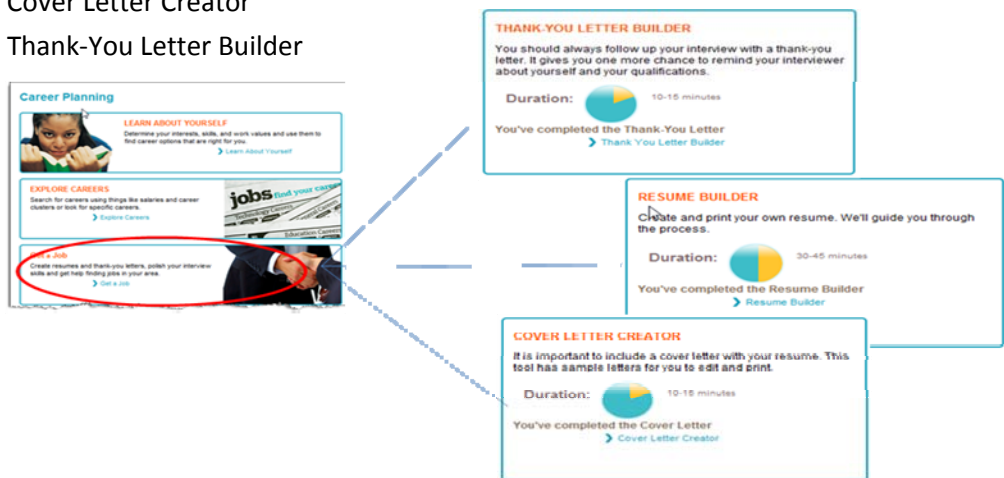


## 'Get a Job' Tools Enhancements – For Students

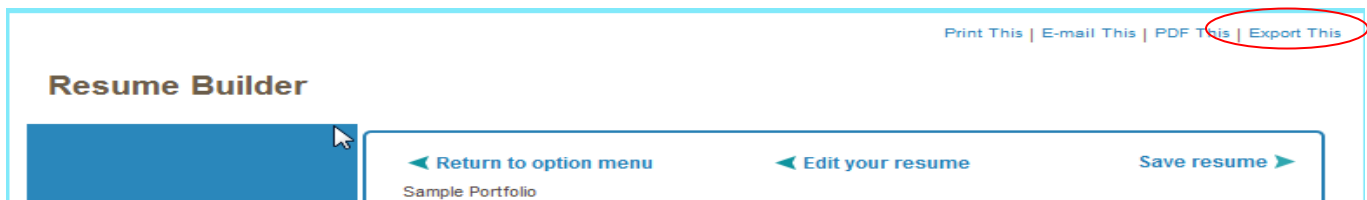
A new export option gives greater flexibility to the Resume Builder, Cover Letter Creator, and Thank-You Letter Builder. Users can now export their documents in a Rich Text Format which can be edited and formatted in Microsoft Word and other word processors.

### Process for Students:

1. **Sign in** to your account.
2. Click on the **Career Planning** tab.
3. Click on the **Get a Job** section and build documents using the:
  - a. Resume Builder
  - b. Cover Letter Creator
  - c. Thank-You Letter Builder



4. When viewing the completed document, click **Export This** in the upper right corner of the page. 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.



5. The completed document can be added to the portfolio as an uploaded document with an appropriate title, like “My Resume.” The document will be listed with the uploaded documents, not in the Get a Job section of the Portfolio.

