

Virtual Career Management (VCM)



Experiential Learning and Career Development

Radford University

(540) 831-5373

www.radford.edu/~celcd

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Virtual Resume Tutorial

The purpose of this instruction manual is to provide a guide to using the Virtual Resume and Job Search Database at Radford University. This guide will inform users of the steps necessary to create an account through completing and submitting their resume. This database will allow students to create and print their resumes, as well post it for employers to see.

RESUMES

➤ **Creating Your Account**

- Go to the virtual resume and job search database website:
<http://jobsearch.radford.edu>
- Click on the link [Enter Site].
- Click on the link **Register a New Account** on the left of the screen under New System Accounts.
- Under create an account, click the radio button that matches your status (Radford University User, Alumni, Virginia Community College User or Business Recruitment Employer).
- Click **Continue**.
- Read the User's Terms of Agreement. By selecting the **I Understand and Agree** radio button, you will be allowed to proceed with the Virtual Resume and Job Search Database.
- Click **Continue**.
- Create a username and password. This must be your Radford username and password.
- Fill out the name, address, and contact information.
- Click on **Register**.

➤ **Logging in to the database**

- At the home page, enter your username, password, and select the institution.
- Click **System Login**.

➤ **Creating your resume**

- Once you have logged in, you will be at the home page of the virtual resume.
- In order to start your resume, click on the **Worksheet** tab at the top of the page or the Resume Worksheet icon.
- The first step is to create the individual components of your resume. To begin this process, click on the **Create New Component** link/icon on the left of the page under Resume Worksheet.
- Click on the component of the resume (Resume Summary, Resume Objective, Education History, Work Experience, or Other Resume Items) for which you would like to add a description. Click the **Continue** button to proceed.

➤ **Adding a Resume Objective**

- Click on the **Create New Component** link at the top of the page or under Worksheet Features on the left of the page. Click on the **Resume Objective** radio button. Click **Continue**.
- You can now enter your objective into **Specific Detail1**. Once you have entered your objective, click **Save**. This action will take you back to the Worksheet page.

➤ **Adding a Professional Strengths/Skills Section**

- Click on the **Create New Component** link/icon on the left of the page under Resume Worksheet.
- Click on the **Other Resume Items** radio button.
- Click **Continue**.
- You are now at the page where you can add four different summaries. There is an example of a resume summary at the bottom of the page to serve as a guide. Follow the commands on the page for making text bold and italicized.
- After you have entered information for your summary, click “Add a Summary” and you will be taken back to the worksheet page. This will display the summary you have just created.

➤ **Adding an Education History**

- Click on the **Create New Component** link/icon on the left of the page under Resume Worksheet.
- Click on the **Education History** radio button. Click **Continue**.
- The first step is to choose a component category from the drop down menu. Select **Formal Education**. Next select the Registered Institution that you have attended or are attending. **Radford University** and **Virginia Western** are the two institution options. If you have attended another institution, choose the **Other (Please Specify)** option.

- In the boxes provided type in the **Institution Name, City, State, and Country Location** (if applicable). Make sure that you spell out the state location, for the consistent format does not include abbreviations.
- In the Institution Related Details section you may type three specific details related to your degree. These can include GPA, higher education expenses you have earned while attending school, college credits earned while in high school, etc.
- Click on **Next** to select your degree information. Choose the appropriate degree type from the drop down menu. Choose an Attached Discipline 1 from the drop down menu. Select whether this attached discipline 1 is your major, minor, concentration, option or certificate from the drop down to the right. Choose a Display Format. If applicable, select an **Attached Discipline 2**. If you have multiple majors and minors, click on the **Add New** green plus link beside **More Disciplines**.
- Next, select your starting month and year as well as your ending month and year. Choose a **Date Format** from the drop down menu.
- Finally, add any details you would like to add in your education section. Click **Save**. You will be directed to a new screen where you can add more degrees from the same institution, add degrees from other institutions, or proceed to the next section. Follow the directions on the screen based on your individual circumstances. You will be directed to the main worksheet page once you have clicked on **Save**.

➤ **Add a Work Experience**

- Click on the “Create New Component” link at the top of the page or under Worksheet Features at the left of the page. Choose the “Work Experience” radio button. Click “Continue.”
- First, choose a category for your work experience. Make sure you choose the category that best suits the job you are describing. Then, enter the company title of your job, your job title, and the location in the appropriate fields.
- Next, enter the dates of your work experience. Be sure to click the “Still Employed” box if you are currently working for the organization.
- Finally, add details of your job description into the appropriate fields. The bottom of the page has examples of work experiences to guide you. When you are finished, click “Add Experience.” You will then be taken back to the main worksheet page.

➤ **Add Other Resume Items**

- Click on the “Create New Component” link at the top of the page or under Worksheet Features at the left of the page. Choose the “Other Resume Items” radio button. Click “Continue.”
- Choose the resume heading that best suits your category.

- Add details to the other items field in each of the detail lines. If you need more lines for details, click on the “More Details” button. Follow the examples at the bottom of the page to give you an idea of what this section should look like.

You haven't now completed each section for the Virtual Resume. You can always go back and change any section of the resume. If you want to make changes, just go to the Worksheet page and click “Edit” or “Delete” to add, modify, or erase sections from your resume. If you edit your document, press the “Update” button when you are finished and you will be sent back to the main Worksheet page.

➤ **Saving and Submitting your resume for approval**

- Click on “Build Your Resume” on the worksheet page (4h icon on the left hand side column).
- Enter a name for your resume. This can be whatever you decide. Click “Continue”.
- Next, you can select which components of your resume you would like to use. This allows you to create different resumes. For example, you may wish to have a resume with two different objectives. When you have selected the components you would like to be on your resume, click “Continue”.
- Next, you may alter the order in which each resume component appears. This allows you to change the order by moving sections up or down in the resume. If you wish to move a section up or down, simply click on the appropriate link. When you have set the order that you prefer, click continue.
- Next you will see the preview of your finalized resume. To finalize this process, click “Create Resume”. This will send you to the Manager page.
- If you are satisfied with the resume, click “Save Current Resume”. If not, you may go back and make changes in the e-Worksheet.
- After you have saved your resume, you will be able to attach headers and footers. The headers consist of contact information and footers are optional. Select the information you would like to include.
- When you are finished, click “Attach Information”. You now have a saved resume. You can edit this document from the Manager page. To edit, print, post notes on your resume, click on the resume link on the Manager page. The Manager page can be accessed from the main page by clicking on the appropriate tab.

- To post your saved resume, click on the “Post Resume” link. Now your resume can be viewed by employers.
- You can always edit your resume from the Manager page once you have completed the process using the same procedures described above.

➤ **Printing your resume**

- Click on your resume link in the manager page. Then click on “Convert to PDF document”. Next, click the link for “Printable Resume”. This will put your resume in a printable format.

➤ **Attaching a Note**

- You may also attach a note on your resume in the manager page. This can be used to give you reminders that need to be completed later.



REFERENCES

You will also want to have references that you can post on the virtual resume website. These should be professionals who know you and can positively evaluate your work performance, academic performance, or community involvement. They can be professors, former supervisors, current supervisors, organization sponsors, etc.

- On the worksheet page, click on “Add a New Reference”.
- Fill in the name of your reference in the appropriate field. Then choose the type of reference for which you would like to categorize them from the drop down menu.
- Enter their title, name of organization, and contact information in the appropriate fields
- Choose the preferred method of contact for your reference and the relationship you have with this person.

- Click “Add Reference” and you will be taken back to the main worksheet page.
- You may create more references by repeating this process.

COVER LETTERS

In addition to the resume and reference features, you may also create a cover letter. This is an opportunity to introduce yourself, further highlight your skills, and make an employer want to read your resume.

- To do this, click on “Go to Your Cover Letters” on the Worksheet page.
- Click on the “Create a New Cover Letter” link.
- Type in your cover letter in the appropriate fields. Make sure you know the proper format for a cover letter before beginning this process. Once you are finished, click the “Add Cover Letter” link.
- If you wish to add the cover letter to your resume as an attachment, click on the “Edit This Letter’s Resume Attachments.”
- Then you may attach the cover letter to the resume you choose by clicking “Attach” in the Letters page.
- You may go back and edit this document or create new letters from the Worksheet page by repeating the process.

JOB SEARCH

This section of the database will allow you to search for internships and full-time jobs. You can search by location or by field.



- Click on the “Search” tab from the main page.

- If you have a specific location in mind, you can simply highlight the city and state you prefer. To select multiple locations, press and hold Ctrl and highlight the locations. You can also search all locations by selecting “All Listed Locations”.
- Follow the same steps to highlight a major that matches the internship or job opportunity you are seeking.
- You may also enter a keyword to search.
- If you have a specific compensation type you are seeking, select it from the drop down menu. If you want to view all compensation types, leave the default choice of “All Compensation Types” selected.
- Click “Search” once you have selected all the fields.
- This will bring up all the internships/job opportunities which match your search terms. You may click on the links that interest you to get more information about the opportunity.
- You can either print the opportunity out or save it by clicking “Save This Opportunity”. The saved opportunity will be stored on the main search page with a direct link.