



## Resumé Wizard Student User Guide

Step by step guide on how to use Resumé Wizard found inside *My Compass to My Career*

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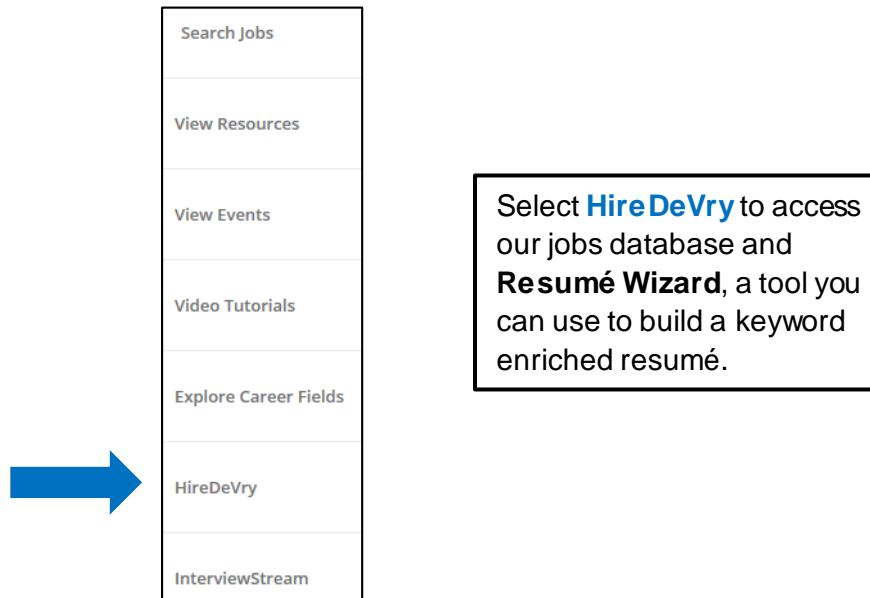
If you have any questions about the **Resumé Wizard Student User Guide**, please contact Career Services.

## Logging into My Compass to My Career

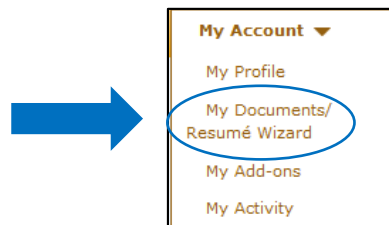
Please login to your student portal at <https://my.devry.edu> with your Student ID (DSI# or A#) and password to access **My Compass to My Career** under **Resources** from the left hand side of the page. (If you have any login or technical issues, please press **Need Help?** to reach out to technical support.)



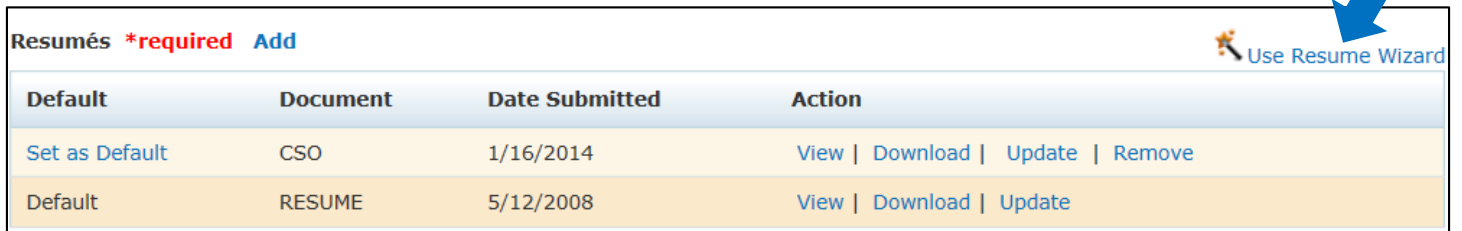
From the home page above, click on the ellipsis icon from the top right corner of the screen and this dropdown menu will appear:



- Once inside **HireDeVry**, select **My Documents/ Resumé Wizard** from the drop down menu under **My Account**.



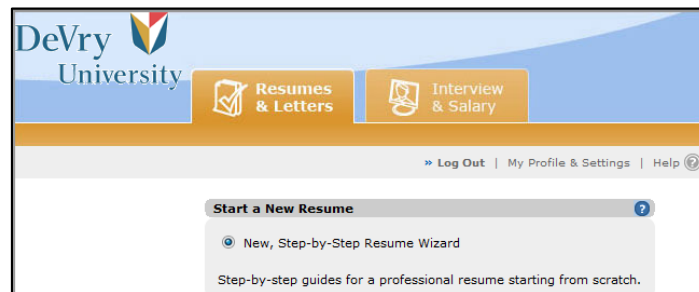
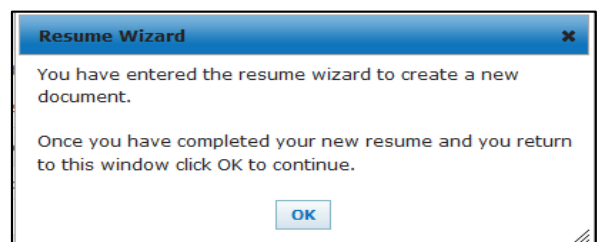
Click on “**Use Resumé Wizard**” to open up the Resumé Wizard tool in a separate browser.



Default	Document	Date Submitted	Action
<a href="#">Set as Default</a>	CSO	1/16/2014	<a href="#">View</a>   <a href="#">Download</a>   <a href="#">Update</a>   <a href="#">Remove</a>
Default	RESUME	5/12/2008	<a href="#">View</a>   <a href="#">Download</a>   <a href="#">Update</a>

**DO NOT close out the original browser** as this will allow you to automatically upload your finished document into HireDeVry for approval from your Career Advisor.

Click “**New Step by Step Resumé Wizard**” and click “Continue” located at the bottom of the page.



**If you import your previous resumé**, it will prevent your ability to use a keyword generated resumé that is formatted to industry specifics.

## Personal and Contact Information

Complete all of the information located in this section as this will generate the header for your resumé.

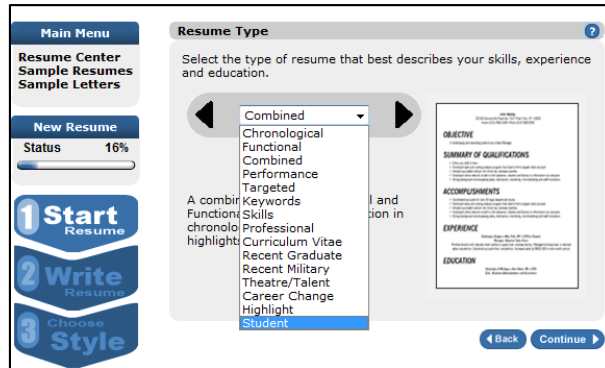
**Things to include:**

- **Complete name**
- **Physical address**
- **One phone number set up with a professional voicemail greeting where employers are guaranteed to reach YOU**
- **Professional email account**
- **Your customized LinkedIn URL (under “Other”)**

## Resumé Type

You can select the resumé type that you'd like to use based on your current needs. A description is listed below each selection along with a visual of the information that will be listed on the resumé for your review.

You can go back and change this after the resumé is completed. **You can create several resúmes based on your current needs.** We recommend creating a **Chronological resumé.**

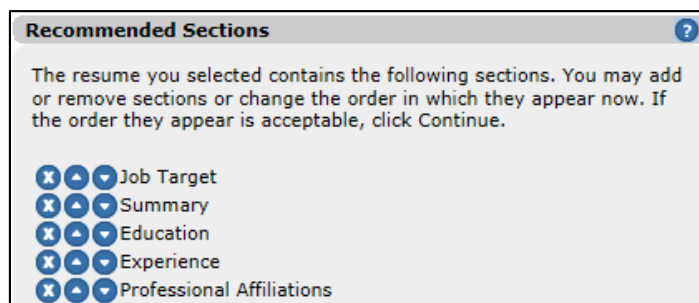


## Sections

The Recommended Sections gives you an opportunity to select new sections for your resumé, if needed.

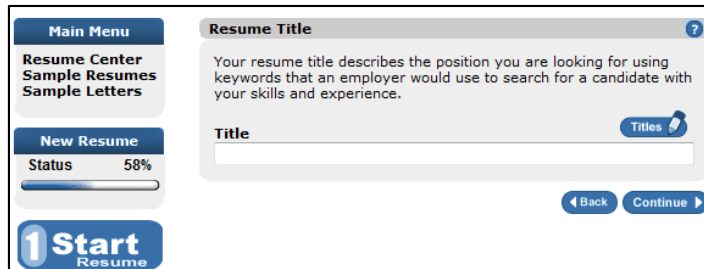
**DO NOT INCLUDE AN OBJECTIVE.** Replace that with a target job title and summary. We recommend the following sections in this order:

- **Target Job Title**
- **Summary & Skills**
- **Education**
- **Projects**
- **Experience**
- **Professional Affiliations**



## Title of Resumé Document

The title that is selected here is **for your reference** so that you know which resumé you are working on. A list of suggested titles is available if you click the “Titles” tab. Include your Name and Date in the Title.



The screenshot shows a web interface for creating a resume. On the left is a sidebar menu with options: 'Main Menu', 'Resume Center', 'Sample Resumes', 'Sample Letters', 'New Resume', 'Status 58%', and '1 Start Resume'. The main area is titled 'Resume Title' and contains a text box for the title, a 'Titles' button with a question mark, and 'Back' and 'Continue' buttons at the bottom.

## Summary

For the Summary section, click on the “**Phrases**” tab and choose from hundreds of summaries that apply to a variety of industries. Review the pre-written summaries and pull keywords and phrases that match your skills and experience to write your own. Please do not just copy and paste the information you find. Find a way to utilize the best key words and phrases to make it your own.

“**Examples and Advice**” tab will give you a detailed description of the section and why it’s important along with advice on how to write each section. If you need guidance, this will provide insight for building a strong resumé with keyword rich content.

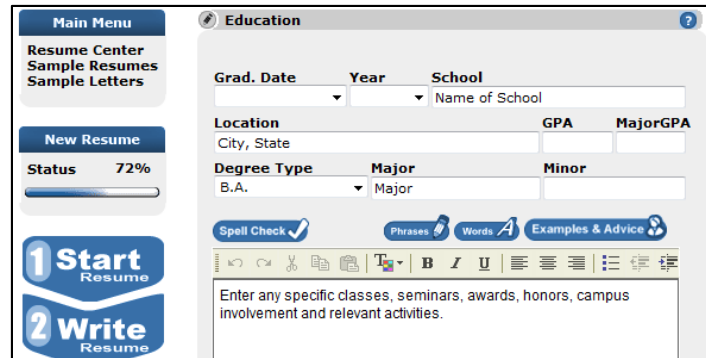
Add a list of your skills related to your career goals.

## Education

The education section should list “DeVry University” or “Keller Graduate School of Management.” This is the proper way to list your school name as this is the way that it will appear on your transcripts and diploma.

### Tips:

- List the degree as it is listed inside the job description you are applying to. It is best to write out your **entire degree name** (example: “Bachelor of Science” or “Master of Business Administration”) and place the abbreviation in parenthesis.
- Only include your GPA if it is **3.5 or higher** for Undergraduate or **3.7 or higher** for Graduate
- Include your relevant, upper division coursework related to your career goal (example: “Relevant Course Work: Managerial Accounting, Personnel Management, and Employment Law”)
- Include any honors or awards (example: “Dean’s List Honoree”)



**Main Menu**  
Resume Center  
Sample Resumes  
Sample Letters

**New Resume**  
Status 72%

**1 Start Resume**  
**2 Write Resume**

**Education**

Grad. Date Year School  
Name of School

Location GPA Major GPA  
City, State

Degree Type Major Minor  
B.A. Major

Spell Check Phrases Words Examples & Advice

Enter any specific classes, seminars, awards, honors, campus involvement and relevant activities.

## Projects OR Key Academic Accomplishments

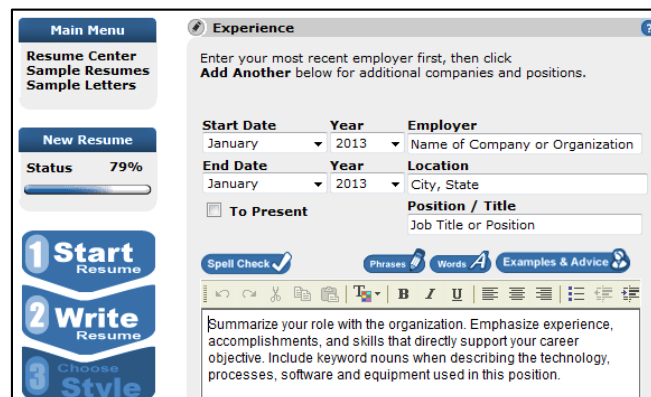
Include a list of relevant projects or key accomplishments that clearly show **how** your abilities relate to the job for which you're applying. Key accomplishments should be a **percentage, number, or dollar amount increased or decreased over a certain amount of time**. Projects should show how you interacted effectively with a team (or individually) to create a degree/career-related product.

### Examples:

- Increased department sales by 45% over a 5 month period
- Led a team of 7 students to complete a needs analysis and develop a business plan for a fictional non-profit organization.

## Experience

At this point you'll start to work on your experience. It's best to have this information already typed out or written down as a reference. Use your full title instead of acronyms. **Once you have the basic information entered, review industry information and job descriptions at <http://www.onetonline.org> to help you build this section.** Again, do not copy and paste information. Use the information you find to gather ideas to help you showcase your skills and experience.



**Main Menu**  
Resume Center  
Sample Resumes  
Sample Letters

**New Resume**  
Status 79%

**1 Start Resume**  
**2 Write Resume**  
**3 Choose Style**

**Experience**

Enter your most recent employer first, then click **Add Another** below for additional companies and positions.

Start Date Year Employer  
January 2013 Name of Company or Organization

End Date Year Location  
January 2013 City, State

To Present  
Position / Title  
Job Title or Position

Spell Check Phrases Words Examples & Advice

Summarize your role with the organization. Emphasize experience, accomplishments, and skills that directly support your career objective. Include keyword nouns when describing the technology, processes, software and equipment used in this position.



You can add additional positions by clicking “add another.” Once you’ve completed your work experience, click “Continue.”

## Using O\*NET Online to Add to Your Experience Section (Open in a new tab—leave Resumé Wizard open)

O\*NET Online is a database of job descriptions across public and private sectors where employers pull information to create job descriptions. At the top right of the home page, in the search bar, type the job title you’re trying to describe. For example, if you are an accountant, type “Accountant” into the “Occupation Quick Search”:



On the “Quick Search” page, click the job occupation which closely matches to the job title you searched for and want to describe in your “Experience” section.

**Quick Search for:**  
accountant

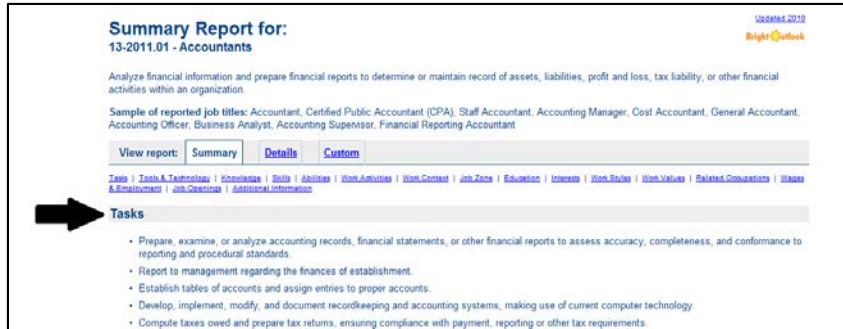
**Occupations matching "accountant"**

The search results are listed in a rank order that is calculated on the [relevance](#) of the occupational title, alternate titles, description, tasks, and detailed work activities associated with the keyword you entered.

Select the **Relevance Score** to view the specific items matched by your search within the occupation.

Relevance Score	Code	Occupation
100	13-2011.01	<a href="#">Accountants</a> <span style="color: orange;">★ Bright Outlook</span>
99	13-2011.00	<a href="#">Accountants and Auditors</a> <span style="color: orange;">★</span>
90	43-3031.00	<a href="#">Bookkeeping, Accounting, and Auditing Clerks</a> <span style="color: orange;">★</span>
88	13-2031.00	<a href="#">Budget Analysts</a>
87	43-3021.02	<a href="#">Billing, Cost, and Rate Clerks</a> <span style="color: orange;">★</span>
87	13-2061.00	<a href="#">Financial Examiners</a>

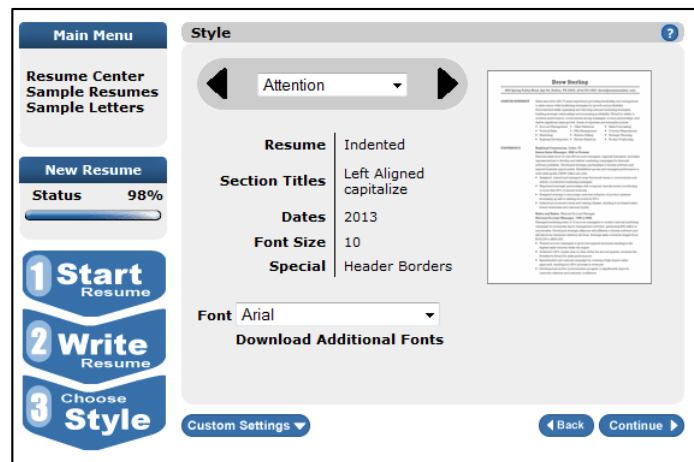
O\*NET Online uses a relevance score to help you select the job title that most closely matches the job title listed in the search. After selecting a job title, **review the tasks section to find examples that may be helpful.** Revise these statements to describe your experience specifically. Not all may apply.



The bullet points for your “Experience” section in Resumé Wizard. Use strong key words you have identified for your industry that describe your accomplishments within your position.

## Style

Now you’re ready to pick your preferred style. The black arrows allow you to look at a sample to the right of each of the styles. Once you have your preferred style, click “Continue.”



## Finishing Touches/Recommendations

- Multimedia and Graphic Design resumés should include a link to your portfolio or website and graphics that showcase your creativity.
- Customize your resumé to each job you apply for – including key words and phrases from the job description. Modify your accomplishments and projects to reflect your varied abilities.
- Your resumé can be longer than one page – try to not exceed two pages.



## Viewing Your Resumé

You can now view your completed resumé in two different ways: click “view” or click the URL listed below:



It's best to keep the resumé public as it will automatically upload to HireDeVry for approval or suggestions from your Career Advisor. This also allows you to add the URL to your LinkedIn profile. You can return back to your saved resúmes by clicking “Resumé Center” at any time to edit your resumé or start another one. Sample Resúmes and Sample Letters will provide you with several examples and resources. The sample resumé below demonstrates a completed resumé through the Resumé Wizard.

### Student Name

Street Name

City, State Zip

Contact Phone Number

[professional\\_email\\_address@gmail.com](mailto:professional_email_address@gmail.com)

Customized LinkedIn URL

### Accountant (Target Job Title)

#### SUMMARY

Focused and determined Accounting Professional with a Master of Science in Accounting, 4 years of customer service experience, and qualified to sit for the Washington CPA certification exam. Analytical with strong writing skills and recognized for implementing innovative solutions to complex problems.

- Knowledgeable in cost accounting, financial accounting, managerial accounting, auditing, federal tax accounting, finance and marketing.
- Skilled in balancing and managing financial records with strong bookkeeping capabilities and records auditing for errors.
- Proficient in Microsoft Office Suite, Peachtree, and Quickbooks.

#### CORE COMPETENCIES

Training – Financial Analysis – GAAP Accounting – Leadership  
Budgeting & Forecasting – Tax / Audit – Communication – Collaboration

## EDUCATION

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### **Keller Graduate School of Management, Washington D.C.**

Master of Science in Accounting, December 2015

### **DeVry University, Washington D.C.**

Bachelor of Science, Business Administration, Concentration: Accounting, June 2014

- Dean's List Recipient, 2013 & 2014

## PROJECTS

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- **Keller Capstone Project:** Led a team of 3 to configure and deploy a new accounting information system for a local accounting firm. Prepared and delivered training for department of 30.
- **DeVry University Senior Project:** Led a team of 5 to conduct a SWOT analysis, market analysis, competitive analysis, and financial analysis, which resulted in strategic recommendations to increase revenue for an e-commerce business.

## EXPERIENCE

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### **Deloris Accounting Firm**

*Accounting Specialist, June 2015 – present*

- Earned top honors after acquiring 30 new clients over the last three quarters.
- Reconciled discrepancies to save 30% in revenue.
- Utilize accounting software to record, store and analyze client information.
- Comply with federal, state, and company policies, procedures, and regulations.
- Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.

### **United Way of King County, Location**

*VITA Tax Preparer, December 2014 – June 2015*

- Computed taxes owed or overpaid for nearly 1000 customers with an accuracy rate of 99% savings clients an average of \$60.
- Trained 15 team members on new software after adoption improving efficiency and decreasing length of service time per customer.
- Interviewed clients to obtain additional information on taxable income and deductible expenses and allowances.
- Furnished taxpayers with sufficient information and advice to ensure correct tax form completion.
- Consulted tax law handbooks or bulletins to determine procedures for preparation of atypical returns.
- Checked data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.

### **Sears Holdings Corporation, Virginia**

*Consultative Sales Associate/ Department Lead, December 2013 – December 2014*

- Recognized for excellent customer service resolving customer inquiries and complaints.
- Directed and supervised 15 employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.
- Earned award for 25% savings after conducting audits and examining merchandise that wasn't correctly priced and displayed as advertised.
- Inventoried and reordered stock for entire chain of store across the East Coast.
- Instructed staff on how to handle difficult and complicated sales.
- Enforced safety, health, and security rules.



DeVry University

Keller Graduate School  
of Management

### PROFESSIONAL AFFILIATIONS

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- Member, National Society of Accountants
- Member, The Association of Accountants and Financial Professionals in Business