

# Resume Target How-To Guide

Go to [www.resumetarget.com/racc](http://www.resumetarget.com/racc) or [www.racc.edu/careerservices](http://www.racc.edu/careerservices)

To create your student account

- On the resume target website
- Scroll down until you see résumé templates (select the **read more** highlighted in blue)
- Click the link below the lock image (**visit the complete library of templates** highlighted in blue)
- A new page will open (to the top right of the screen click member login)
- Then you will be prompted to register or login (be sure to use a email and password that will be easy to memorized.)

You will then be directed to the Resume Template Gallery

- Select a résumé from the résumé categories on the left side of the page (If you haven't found a specific field of your choice)
- For a basic generalized cover letter or résumé (select CV blank template or a functional résumé format)
- Select the résumé or cover letter, then download the document

Fill in the résumé components

- Your resume will automatically open in Microsoft Word if selected or open file from the download folder
- Fill in your personal information
- For assistance with Summary of Skills and Experience
  - [www.onetonline.org](http://www.onetonline.org) is a helpful resource to finding job descriptions
- Review your résumé for any spelling errors and grammar mistakes

Once you have all résumé components filled in and replaced

- Click file
- Select save or save as to save your résumé to the designated location (flash drive or computer) or print résumé

If you have any issues with Resume Target or any question about building your résumé feel free to stop back into the Career Center in B220

