



# **Enhancements to TERC**

## **RESUME WRITING**

Exciting updates are planned for the Resume Writing tool within Testing & Education Reference Center. The following slides walk through these upgrades and highlight the benefits against the current experience.



# **Current Experience**

TERC includes a resume writing tool.
 The existing tool is limited to resumes and, although it includes some prompts and samples, it assumes the user already has a basic idea of what to include in a resume.



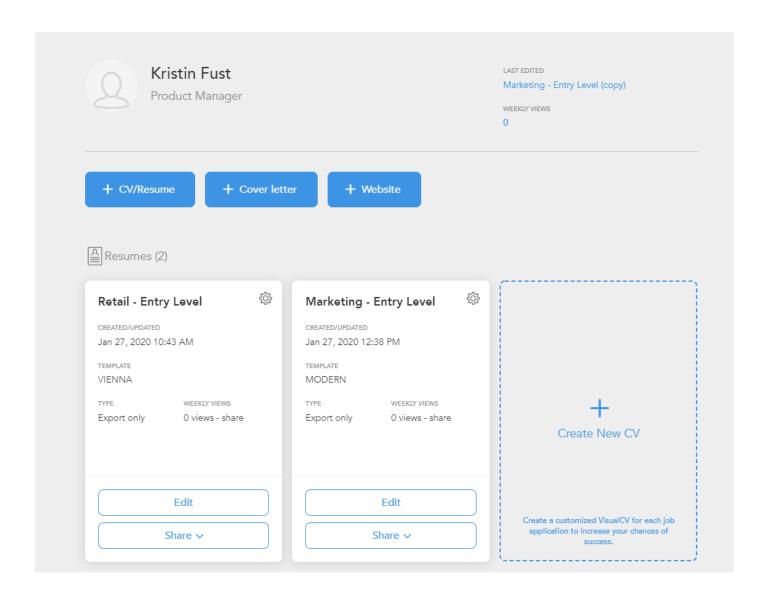
Need help? support@petersons.com or call 800-338-3282

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## **New Experience**

- The new Resume Writing tool is provided by VisualCV, a well-known consumer service that's now been integrated into the TERC experience.
- VisualCV allows users to create visually interesting resumes, cover letters, and even websites.

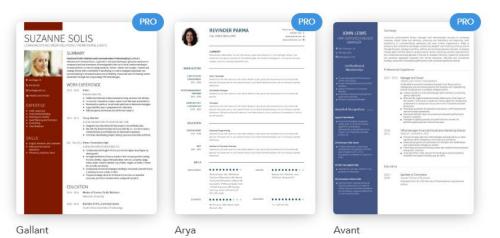




## **New Experience**

- To create a resume, users can opt to use a template, import a previous resume, or input their information from scratch.
- Users with existing LinkedIn profiles can download their employment history from LinkedIn and seamlessly upload it into their resume.
- Prebuilt templates provide users with guidance on how to organize their resume information.
- Users have two options (Basic and Visual) for editing their resumes, based on their preferences (examples shown on next slide).

### Choose your template

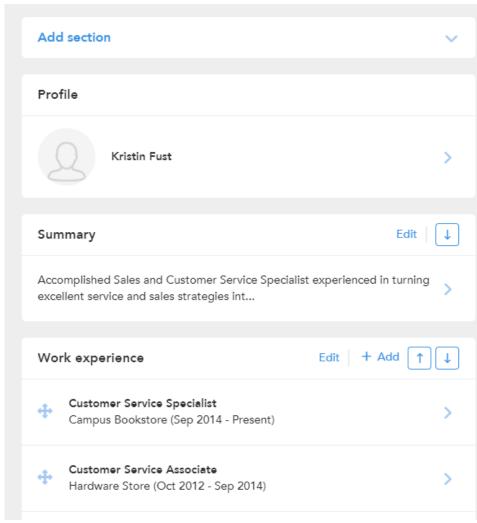






## **Editor View**

## **BASIC**



## **VISUAL**

#### Kristin Fust Headline / current title ... **Q** Location **EDUCATION** Phone. 2012 - YYYY Bachelor of Science, Marketing California State University Relevant Coursework: Consumer Behavior, Marketing Management, Marketing Law, Marketing Economics, Market Research, Sales Management, Business Law, Strategic **SUMMARY** Management, Micro/Macro Economics, Financial/Managerial Accounting · Poised and articulate professional 2003 - 2005 Courses in Journalism with exceptional skills in supporting United States International University global leadership teams in the Creative Writing, Principles of Advertising, Theories of Mass Communication, development and implementation Intercultural Communication marketing strategies to capture new markets and increase profitability. · Trained in conducting research and PROFESSIONAL EXPERIENCE analyzing and interpreting data to aid in decision-making efforts. Executive Assistant, Marketing & Global Sales Nov 2007 - Adept at communicating across Present diverse international audiences and collaborating cross-functionally to Provide administrative support to the VP of Worldwide Sales and the Directors of achieve corporate objectives. Marketing and Global Operations, managing schedules/calendars and overseeing event · Creative and innovative thinker with logistics. Field internal and external inquiries and drive satisfactory issue resolution. strengths in aiding in the delivery of Report payroll information for 31 marketing and logistics staff. marketing communications and . Maintain accurate database of all dealers and distributors to streamline development of content for communications. sales/marketing collateral. · Manage travel and meeting arrangements including sourcing vendors for catering, booking hotel and transportation accommodations and procuring visas for foreign





# **New Experience**

- Users can choose from nine prewritten resume examples and eighteen templates to guide them through the resume creation process.
- VisualCV even lets users create
   website versions of their resume that
   can be posted externally or shared with
   prospective employers. Users receive
   access to an individualized dashboard
   that lets them know how often their
   resume was viewed or downloaded
   from their site.



