

Testing & Education Reference Center

Resume Writing enhancements



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

A screenshot of the ResumeBuilder web application interface. The page has a blue header with a "Resume Manager" button on the left and a "Preview Resume" button on the right. The main content area is titled "Resume Details" and includes a paragraph explaining that resume titles and industries are used for tracking but not on the resume itself. Below this is a progress bar showing "Overall Progress: 0%". A central section displays a "Professional Resume Template" with a list of template options on the left (Functional, Modern 1, Modern 2, Professional, Professional 2, Savvy, Standard 1, Standard 2, Technical) and a preview of the selected template on the right. To the right of the template preview, there is a red error message "All fields are required" and two form fields: "Industry" (a dropdown menu) and "Resume Name" (a text input field). At the bottom right, there are two green buttons labeled "PREV" and "NEXT".

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.

Kristin Fust
Product Manager

LAST EDITED
Marketing - Entry Level (copy)

WEEKLY VIEWS
0

+ CV/Resume + Cover letter + Website

Resumes (2)

Retail - Entry Level	⚙️
CREATED/UPDATED Jan 27, 2020 10:43 AM	
TEMPLATE VIENNA	
TYPE Export only	WEEKLY VIEWS 0 views - share
Edit	
Share ▾	

Marketing - Entry Level	⚙️
CREATED/UPDATED Jan 27, 2020 12:38 PM	
TEMPLATE MODERN	
TYPE Export only	WEEKLY VIEWS 0 views - share
Edit	
Share ▾	

+
Create New CV

Create a customized VisualCV for each job application to increase your chances of success.

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



Gallant



Arya



Avant



Vienna



Chloe




ATS

Editor View

BASIC

[Add section](#)

Profile



Kristin Fust

Summary [Edit](#)

Accomplished Sales and Customer Service Specialist experienced in turning excellent service and sales strategies int...

Work experience [Edit](#) [+ Add](#)

Customer Service Specialist
Campus Bookstore (Sep 2014 - Present)

Customer Service Associate
Hardware Store (Oct 2012 - Sep 2014)

VISUAL

B **I** **U**

Kristin Fust

Headline / current title ...

EDUCATION

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 Management, Micro/Macro Economics, Financial/Managerial Accounting

2003 - 2005 **Courses in Journalism**
United States International University
Creative Writing, Principles of Advertising, Theories of Mass Communication, Intercultural Communication

PROFESSIONAL EXPERIENCE

Nov 2007 - Present **Executive Assistant, Marketing & Global Sales**
Smith Inc
Provide administrative support to the VP of Worldwide Sales and the Directors of Marketing and Global Operations, managing schedules/calendars and overseeing event logistics. Field internal and external inquiries and drive satisfactory issue resolution. Report payroll information for 31 marketing and logistics staff.

- Maintain accurate database of all dealers and distributors to streamline communications.
- Manage travel and meeting arrangements including sourcing vendors for catering, booking hotel and transportation accommodations and procuring visas for foreign

SUMMARY

- Poised and articulate professional with exceptional skills in supporting global leadership teams in the development and implementation marketing strategies to capture new markets and increase profitability.
- Trained in conducting research and analyzing and interpreting data to aid in decision-making efforts.
- Adept at communicating across diverse international audiences and collaborating cross-functionally to achieve corporate objectives.
- Creative and innovative thinker with strengths in aiding in the delivery of marketing communications and development of content for sales/marketing collateral.

Location ...
 Phone ...
 kristin.fust@cengage.com

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.

