

2012 User Guide
**Career
Futures[®]**

A step-by-step guide for Students



Module 7:
Complete a Resume



Module 7: Completing a Resume



1. Click **Looking at Me** from the *Career Futures* Options Screen.



2. Click **A Picture of Me**. Choose either **Learn About Resumes** or **Do's and Don'ts**. Read the information in each section and follow the directions.



3. Click **All About Me** and fill in your information for each of the "pictures" in your resume album. When you have finished click **Print My Resume**.



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