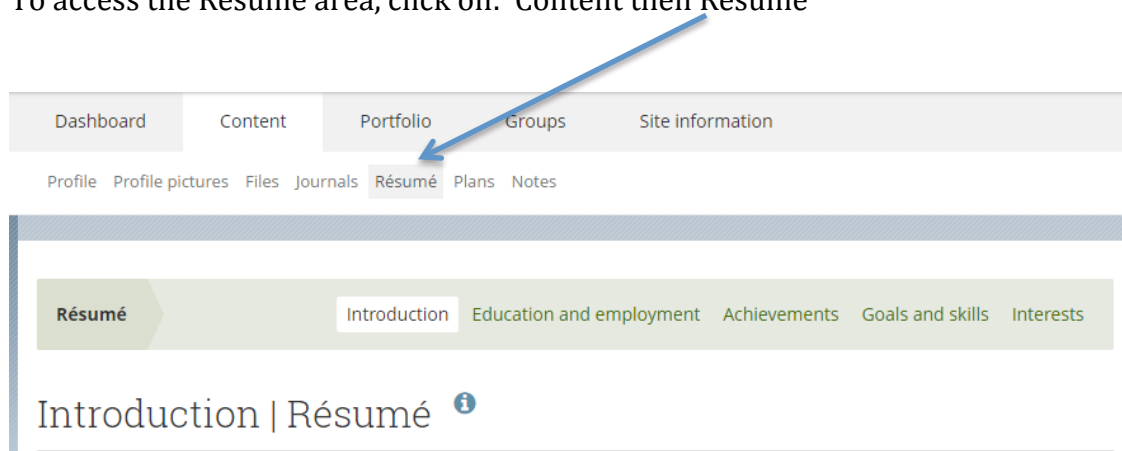# CREATING YOUR RESUME

The resume area allows you to build an online resume (also known as a Curriculum Vitae).

You can either publish your entire resume or individual components of it, in your portfolio in Mahara.

To access the Resume area, click on: Content then Resume

There are 5 parts to the Resume area.

1. **Introduction** – the introduction area allows you to create a message for people who are reviewing your resume. You can also add personal information about yourself.

Introduction | Résumé ⓘ

Cover letter

Edit

Personal information

Date of birth
[   ] 📅
Use the format YYYY/MM/DD

Place of birth
[   ]

Citizenship
[   ]

Visa status
[   ] ⓘ

Gender
◉ (Not specified)
○ Female
○ Male

Marital status
[   ]

Save

> **Note:** It is important to save each new entry using the button at the bottom of the form.

2. **Education and employment** - This section allows you to create a record of your academic qualifications. Click Add ⌄ to put an entry into your education history. Use Cancel ⌃ to close the form without saving your entry. If you have more than one entry, use the arrows to order them as you choose.

If you have provided a qualification description, click your qualification name to view or hide this information.

Updated 20/02/2017

Entries are displayed in a table. Change an entry by clicking the edit button 🖊. When you are finished, save your changes to return to this page. Click the 'Delete' button 🗑 to remove entries.

Education history ⓘ			
QUALIFICATION	ATTACHMENTS		
↓ Certificate in Teaching at AUT July 2013 - July 2014	0	🖊	🗑
↑ AUT July 2014 - July 2015	0	🖊	🗑
			Add ∨

You can also attach a file as evidence of your qualification. Click the **Choose File** button to select a file from your computer.

Attachments
No files found

🔗 Add a file

Save Cancel

You can add a file only once, you need to attach it to another item as well, you must upload the file again.

3. **Achievements** – In the achievements area, you can collect information on academic achievements you may have received – such as certificates, awards etc.

Click on Add ∨ to get started.

| Résumé ▶	Introduction Education and employment Achievements Goals and skills Interests

Achievements | Résumé ⓘ

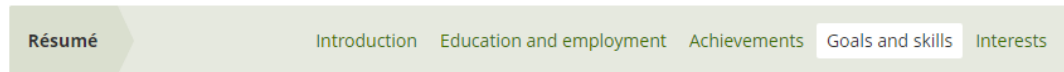| Certifications, accreditations and awards ⓘ |
|---|
| Add ∨ |

Books and publications ⓘ
Add ∨

Professional memberships ⓘ
Add ∨

Updated 20/02/2017

4. **Goals** – the goals area is divided into three sections; personal, academic and career goals. Goals added here may be included in your pages. Personal or career goals are often provided in resumes so that employers can understand how a particular role might suit your ambitions.

5. **Interests** - The *Interests* section allows you to list your personal and / or professional interests. This might include your hobbies, sporting activities, volunteer work, areas of research and expertise etc. Listing your interests will help employers form a better picture of who you are, and what you would bring to their organisation.

Click on **Edit** to enter your interests.

Updated 20/02/2017