

Name: _____

Date: _____

résumé

EVALUATING
ONLINE
RÉSUMÉ
BUILDERS

CareerCruising

ST. CLAIR
COLLEGE

NIEFS

myFUTURE.COM ▶ Figure out what's next.

Online Résumé Builders

Begin by choosing 3 out of the four websites listed above. Their web addresses are listed below:

CareerCruising: careercruising.com - You must log into your portfolio to use the résumé builder.

St. Clair College:
stclaircollege.emsicareercoach.ca
- Click on Resume Builder at top right.

NIEFS: www.niefs.net/resumes - Follow the instructions on the page.

myFUTURE.COM: www.myfuture.com - Look under "Find a Career" on this page for the résumé builder.

Don't forget...

1. to print all three résumés

2. to evaluate your three chosen websites

How to Evaluate Online Résumé Builders

Consider these five factors: design, ease of use, variety, information, and final product

1. DESIGN (Your First Impressions)

- was the résumé builder easy to find in the website?
- what was the look and feel of the résumé builder?
 - was it easy to read?
 - was the font size a good size or was it too small?
 - was the page too busy (e.g. with ads or pop-ups)?

2. EASE OF USE (How difficult was your experience in creating a résumé?)

- could you start building your résumé right away or did you have to create an account?
- were the instructions easy to understand and follow?
- were you able to build your résumé quickly?

3. VARIETY (Types of résumés)

- did the builder contain more than one type of résumé to build?
- did the builder explain the differences between the different types of résumés?
- were actual examples shown?

4. INFORMATION (The content of your résumé)

- did the builder contain helpful tips and information to help you choose and create your résumé?
- did the builder explain the different parts of a résumé?
- did the builder help with the filling in of the résumé parts by giving examples?

5. FINAL PRODUCT (What does your résumé look like when it is printed?)

- what is your overall impression of the printed product?
 - does it look professional?

Don't
forget...

1. to identify each builder you used
2. to find out who wrote the résumé builder (was it a government, or a company, or a person)