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SkillsFirst AI Resume Builder

Career Preparation Tools to Master Your Story

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Jumpstart your professional journey with crucial tools that are just a click away.

01 **Tailored Resume & Cover Letter Builder**

Differentiate yourself in the job market with bespoke documents.

02 **GPT-Powered Guidance**

Harness AI-driven insights to optimize your application materials.

03 **Centralized Review Center**

Get valuable feedback on your work from approved reviewers.

04 **Completely Complimentary**

:Dive into these indispensable resources at no cost to you!

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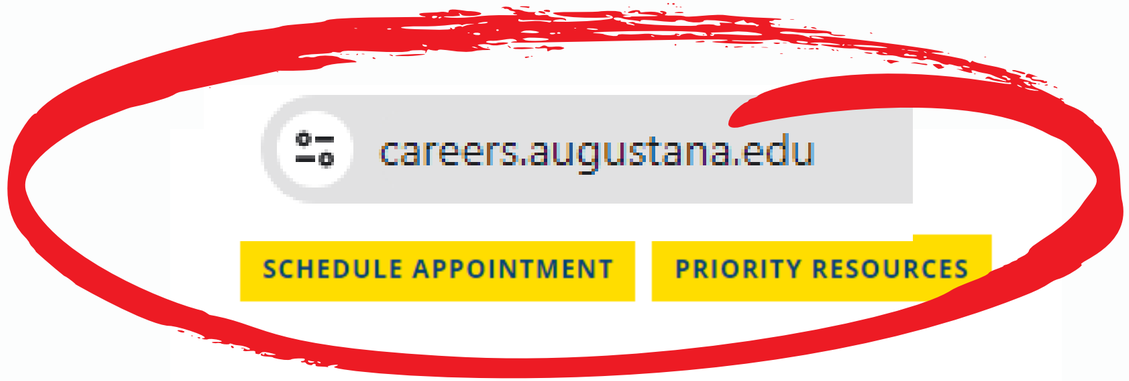
From Career Development & Vocation Website

- careers.augustana.edu
- priority resources
- SkillsFirst



Direct link:

skillsfirst.com/organizations/augustana

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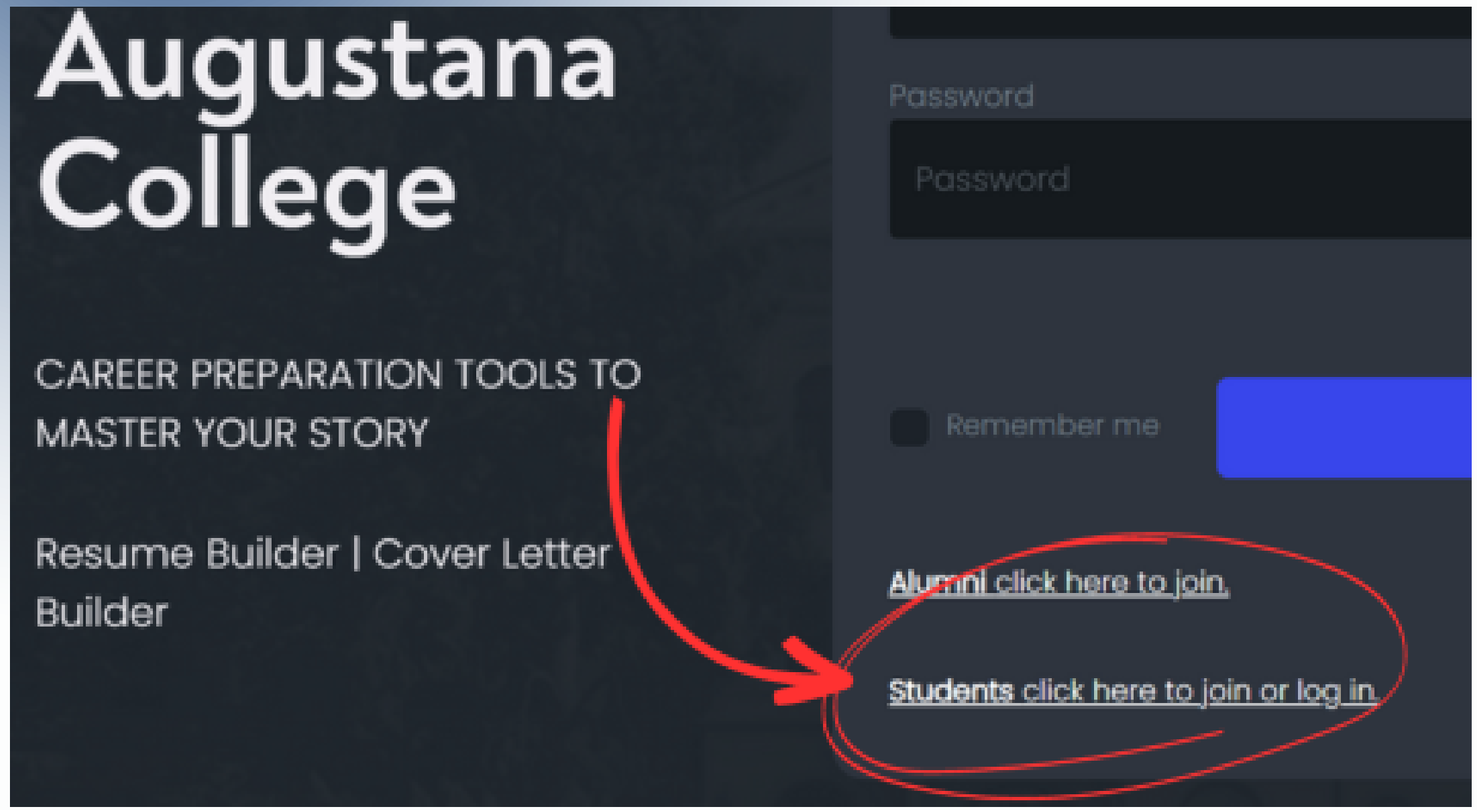

- Log in to SkillsFirst
- Click the Student login
- Log in using your Augustana email and password
- Choose a “create method: that works for you

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Creating Your Resume

Easiest Option
Starting from Scratch

- Copy and paste your existing resume into a new template
- Click Add Section to add sections to resume.
- Choose from list of commonly used sections or create custom section.
- Save section, enter section content.

Good Option
Editing a Sample

- Clone & edit any resume in resume galleries.
- Choose Augustana College Sample Resume (in folder)
- Click Edit to add your information.

Easy but Limited Access to AI Functions
Upload a Resume

- The only AI feature available for uploaded resumes is the GPT AI Keywords Suggestions.

Video Tutorial: Intro to SkillsFirst

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Video Tutorial: How to Create Your Resume

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Video Tutorial: Using GPT AI Tools

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Drop-In Hours

Students can stop in during Drop-In Hours for individual assistance with a Career Mentor

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Olin Center 110
10-15 minute meeting
Monday through Friday
2:00 p.m.-4:00 p.m.
while classes are in session

Drop-in topics include:

- **Resume & Cover Letter Review**
- **Resume & Cover Letter Writing (including SkillsFirst)**
- **Viking Score Overview**
- **LinkedIn Headshot Photo**
- **Career Resources Overview**

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Resume Appoinments

Students can schedule appointments with a Career Mentor

- **Sign into Handshake with your Augustana email and password (what you use to access Arches etc.)**
- **On the top, you will see “Career Center” – click the “Appointments”**
- **On the next page, you will see a blue button on the top that says “Schedule a New Appointment” – click that**
- **Select the Appointment Category that best fits your goal for the meeting**

augustana.joinhandshake.com

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careers.augustana.edu

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See what else Career Development & Vocation has to offer you

- AFFINITIES/IDENTITIES
- AI RESUME WRITING
- JOBS & INTERNSHIPS
- LABOR MARKET INSIGHTS
- WHAT CAN I DO WITH THIS MAJOR?
- EMPLOYERS WHO HIRE INTERNATIONAL STUDENTS
- VIKING SCORE
- ALUMNI NETWORK
- CAREER VIDEOS
- LISTS OF WHERE AUGIE GRADS HAVE GONE