



## Post Your Resume

CTHires offers a Resume Builder so you can create, store and update your resume online. You may create a resume online with the builder or you may upload the file of a resume that you have already written.

You must be registered with CTHires to use Resume Builder.

1. If you are already registered go to [CTHires.com](http://CTHires.com) and **log in**.
2. If you are not registered go to [CTHires.com](http://CTHires.com), click on **Sign In** and click on **Create a User Account** under Option 3 and follow the instructions to create an Individual account.

### Create a Resume with Resume Builder

1. In the **Job Seekers Services section** of your dashboard click on **Resume Builder**.
2. Once you have a resume created you may view, edit or delete it from this page.
3. Click **Create new Resume** to begin using Resume Builder.
  - a. Give your resume a **title**. If you create more than one resume be sure to use names to identify the version of your resume.
  - b. Choose if you want employers to **view your resume** or not.
  - c. Choose if you want to **create a new resume** or **upload a resume** you have already written.
4. Follow the step by step instructions for the method that you chose.
5. As you move through each section click on the Help Icon for assistance. 