



ADDITIONAL RESUME WRITING RESOURCES

Career Services Resume Primer Guide

The *Resume Primer Guide* was created by the Blue Ridge Office of Career Services as an informative and easy to read guide for helping students create the best versions of their resume from the first draft. The guide gives step by step instructions on how to write each section, action words to fill descriptions, along with resume types and examples.

You may find the guide online by clicking [HERE](#).

Brainfuse

Brainfuse is an online, eLearning service available to all Blue Ridge students. It offers an unparalleled level of personalized attention by transforming online tutoring into an all in one learning experience. The Office of Career Services encourages all students to submit their first resume draft to BrainFuse for assistance and initial corrections before the first Resume Referral Book critique session. You may access *BrainFuse* by going to www.blueridgectc.edu/current-students/online-learning/ and clicking on BRAINFUSE – ONLINE TUTORING out of the list of resources available under Student Support Services.

Resumes for America

Resumes for America is an online service that Blue Ridge CTC has partnered with to provide students with resume building assisting and more. Whether you are a current student or alumni, you will find all the tools you need to begin your career.

You may access the site online by clicking [HERE](#).

Onet Online

Onet Online is a Department of Labor site that gives information and current trends on over 40,000 jobs. Students may use Onet online to research job positions within their industry, find specific job duties and descriptions to help write the experience section of their resumes, look up current salary ranges of desired jobs, and help narrow down career pathways.

Visit *Onet online* at www.onetonline.org

BRAIN FUSE

Blue Ridge Community & Technical College *FREE* Online Tutoring!

Brainfuse is an online, eLearning service available to all BlueRidge students. It offers an unparalleled level of personalized attention and can really help transform *YOUR* resume. The Office of Career Services encourages all students to submit their first resume draft to BrainFuse for assistance and initial corrections as the first step.

Creating Your BRAINFUSE Account

- Go to <http://main.blueridge.wv.brainfuse.com/> OR
 - Go to the <http://www.blueridgectc.edu/current-students/online-learning/>
- Enter **brctcfall2018** as your college ID to log in.
- Click on **Login** and then click on **Sign Up** to create your BrainFuse username and password.
 - Refer to the **User Guide for Students** for more information on using BrainFuse available online at BlueRidge's main website at <http://www.blueridgectc.edu/current-students/online-learning>

Submitting Your Resume Rough Draft to BrainFuse

- Once you have created your username and password through the steps above ^^
- Click on **Adult Learners**
- Click on **Write a Winning Resume**
- Click on **#2 Upload Resume**
- Enter Username and Password (don't have a username or password? Click Sign up)
- Click on **Browse**
- Select your Resume Rough Draft file to upload
- Click on **Submit** to send Resume Rough Draft file

Accessing your feedback from BrainFuse

- Feedback is generally given within a 48-hour period.
- Click on Message Center to access feedback.

QUESTIONS/TECHNICAL SUPPORT?

Call BrainFuse at 1.866.272.4638 ext. 510

OR

Email BrainFuse at support@brainfuse.com

When emailing BrainFuse, please provide the following:

- Your Full Name/ BrainFuse username
- Email Address
- Phone Number
- College/Institution Name

Resumes for America Instructions

Resumes for America

Blue Ridge Community & Technical College *Partnership!*

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Creating your Resumes for America account

- Go to the main Blue Ridge website: www.blueridgectc.edu
- Go to **Current Students** → **Career Services for Students** → **Prepare for the Job Market**
- Click on the Resumes for America wording:

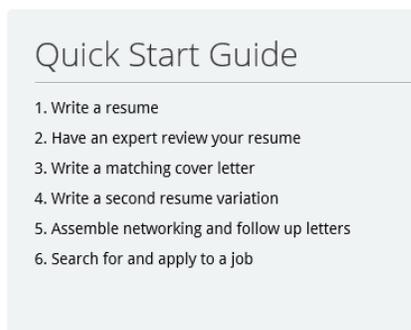


- Click on Register Now to get started:



Creating a Resume from scratch

- Once you have created your username and password through the steps above ^^
- You will notice a checklist of Quick Start Guide action items to help you get started:



- Get started on your Resume from the Resume tab and navigate through resume templates.

ONet Online Instructions

ONet Online

Department of Labor Site for Career Support and Research

Onet Online is a Department of Labor site that gives information and current trends on over 40,000 jobs. Students may use Onet online to research job positions within their industry, find specific job duties and descriptions to help write the experience section of their resumes, look up current salary ranges of desired jobs, and help narrow down career pathways. Type any job title into the "Occupation Quick Search" search box at the top right hand corner, and begin searching careers!

Visit ONet Online at www.onetonline.org

¿Habla español?
Mi Próximo Paso incluye tareas, aptitudes, información sobre salarios y más de 900 carreras diferentes.

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