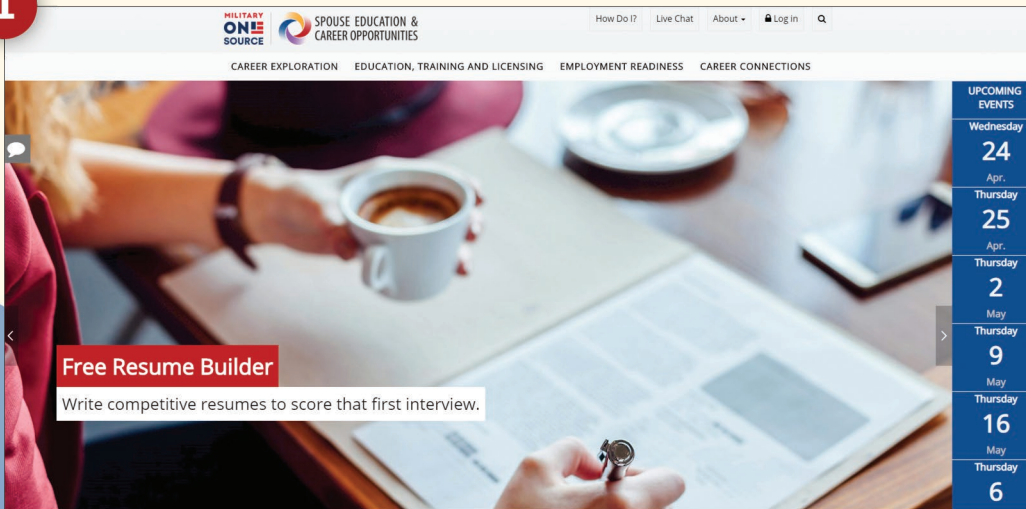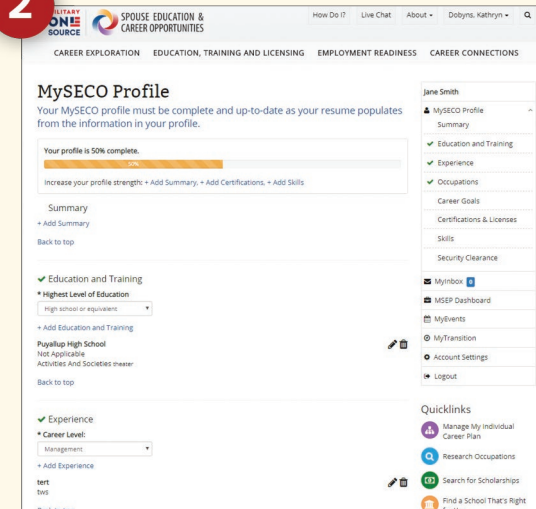# How to use the MySECO Resume Builder

The MySECO Resume Builder provides easy-to-use templates in popular resume formats and pulls information from your MySECO profile into the resume template you select. A well-prepared resume provides an accurate and professional snapshot of your skills and abilities to potential employers.

**1**



Log in and select 'MySECO Profile' from the drop-down menu.

**2**



Fill out your profile completely and hit 'Save.'

For more information, visit **https://myseco.militaryonesource.mil/** or call Military OneSource at 800-342-9647.
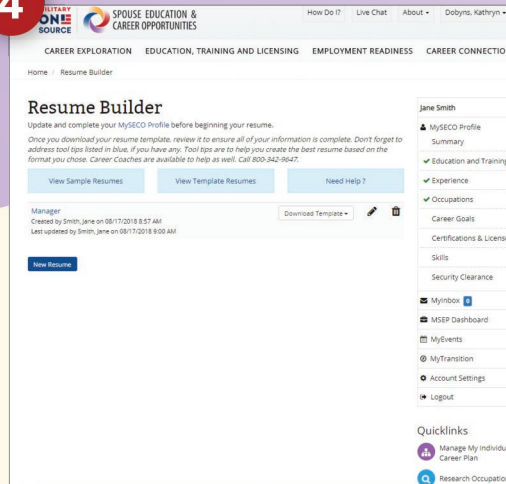
## 3

### Quicklinks

- **Manage My Individual Career Plan**
- **Research Occupations**
- **Search for Scholarships**
- **Find a School That's Right for You**
- **Build Your Resume**
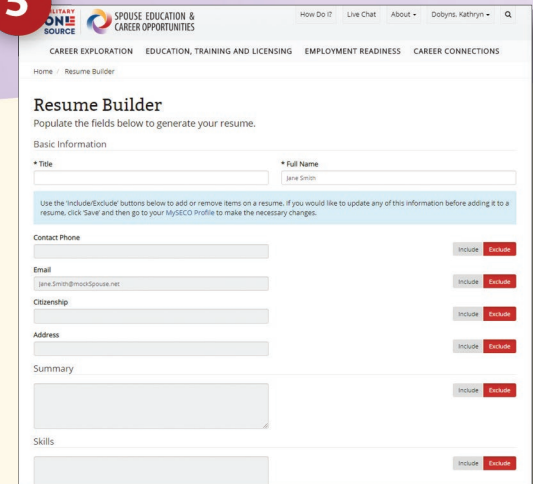- **MSEP Job Search**

Select 'Build Your Resume' from the Quicklinks section located in the right sidebar.
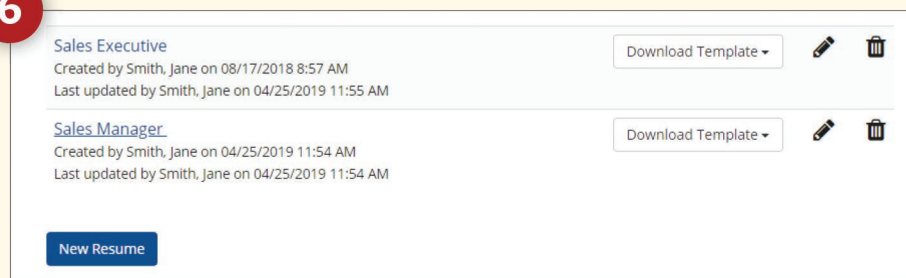
## 4



Review sample resumes, resume templates and select 'New Resume' to create your own.

## 5



The Resume Builder automatically populates information from your MySECO profile. You can also change information as you go. Use the 'Include/Exclude' buttons to add or remove items you want to appear on the final resume. Once you're happy with your resume, click 'Save.'

## 6



After you save your resume, you can edit it using Microsoft Word or the Resume Builder.

*Once you download the resume template, review and make sure your information is complete. Address any blue tool tips, if necessary.*