

## Instructions for Submitting E-mail Resume

### Print these instructions before proceeding to Navy On-line Resume Builder

1. Open Vacancy Announcement
2. Click on  located at end of Vacancy Announcement
3. Following Instructions creating account/Logging in to Resume Builder
4. Input Your Resume
5. When finished inputting your resume click on 
6. If you have any errors fix them.
7. Once your resume is displayed on the screen click on **F**ile on your Menu Bar
8. Under **F**ile click on **S**ave **A**s
9. In the Save **I**n box select location where you want to save your resume
10. In **F**ile **n**ame box, type in the name you want to call your resume. It must end in .txt .
11. Click **S**ave.
12. Open Microsoft Word
13. Open your saved resume
14. Scroll down to bottom of resume
15. Remove the following lines

[Image]

To print this page, click on the printer icon or click on File, Print from your menu bar at the top of your browser window.

To make changes to your resume, click here:

To submit your resume as is, click here:

To Exit, click here: (Changes shown above will be saved.)

16. Make any other changes you feel are needed. Do not add any formatting characters such as bold, italics, or underline.
17. Resave your resume as a text file (.txt)
18. Refer to the vacancy announcement for e-mail address that resume is to be submitted to.