



Step-by-Step

Resume Generator: Step-by-Step

Created: 5/2017

This guide will serve as a step-by-step resource that will allow the user to access the FFA Resume Generator and fill in their own information to get a created resume.

STEP ONE:

Start by logging into the FFA.org website with your username and password.

MY FFA LOGIN

User name:

Password:

Sign In

[Forgot your username?](#)

[Forgot password?](#)

[Still having trouble?](#)
email: support@ffanet.org

New to the FFA online experience?

Register today to enjoy all the benefits of the FFA online experience. Click the "Start Here" button below to begin the process.

Start Here

\$2.7 Million in Scholarships Awarded. [Results Here](#)

STEP TWO:

Once logged in, scroll to the bottom of the ffa.org homepage. You will then click the "My Journey" Box located on the bottom left side of the page. It will be the first box in a series of four boxes.



STEP THREE:

Once you have clicked the box labeled "My Journey" click again where it says "My Journey". After clicking here you will be taken to the My Journey homepage.



STEP FOUR:

After you click the My Journey tab you will find yourself on the My Journey landing page. From here, click the “Build” circle.



STEP FIVE:

Once you are within the build section of My Journey, click on the box that says “FFA Resume Generator”.



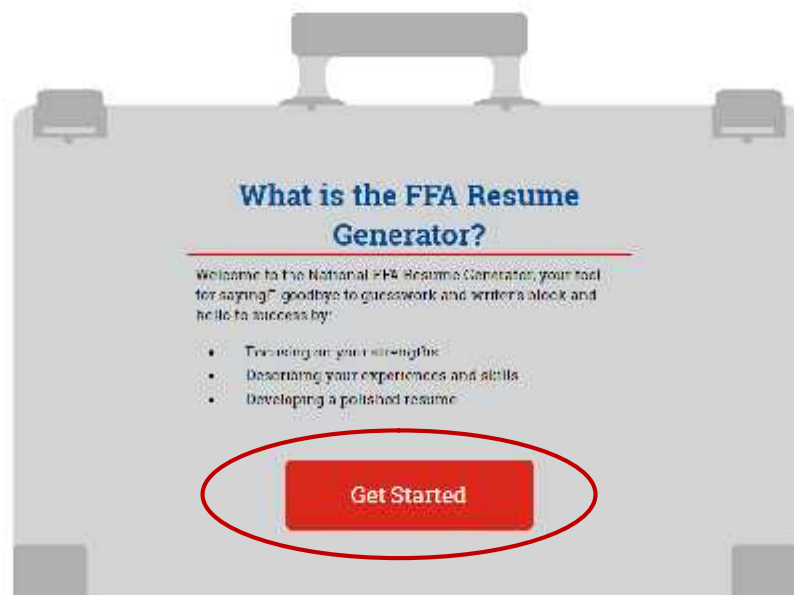
STEP SIX:

Once you click on the FFA Resume Generator box, click the link at the top that says "FFA Resume Generator".



STEP SEVEN:

Once you click the FFA Resume Generator link you will be taken to the FFA Resume Generator home page. Click "get started" to start your resume today!



STEP EIGHT:

After all the information needed has been entered all the check boxes in the left hand column will be marked and you will be ready for the next step of exporting your resume.

Question 21 of 21

TO DO LIST

- Personal Information
- Address
- Education
- Paid Work Experience
- Unpaid Work Experience
- Community Service
- FFA Membership
- FFA Leadership
- FFA Committees
- FFA Activities
- School and Extracurricular Activities
- Other Leadership Experience
- Agriculture Classes
- Other Classes
- Awards and Honors
- Certifications
- Skills
- Additional Skills
- References
- Summary
- Export Resume

Export Resume

Resume Type

- Chronological Resume
- FFA Focused Resume

Sorted By

- Chronologically by End Date
- Chronologically by Start Date

Template

- Standard
- FFA Logo (CDE/LDE Requirement)

Resume File Format

- Open Office XML (Microsoft Word 2007 and later)
- PDF
- RTF
- Plain Text

How-To
Choose the resume type and document format you wish to use, then click "Export" to generate your resume!

Export

STEP NINE:

When you are ready to export your resume choose the type of resume that you are wanting and the way you would like it sorted. A chronological by end date resume works best for when you are applying for a job and will put your most recent experiences at the top. A FFA Focused Resume is designed for when you are needing a resume for an FFA related activity.

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STEP TEN:

The next step in exporting your resume is choosing the template. The standard template is best for a resume that you are going to be using to apply for a job. The template with the FFA logo is best for using when you need a resume for an FFA related activity.

****If you are participating in a CDE/LDE at the National level that requires a resume, the FFA Logo template is the template you MUST choose.****

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How-To
Choose the resume type and document format you wish to use, then click "Export" to generate your resume!

STEP ELEVEN:

The next step in exporting your resume is choosing the file format. There is no requirement here with what you choose but there are many options available. Usually PDF or Open Office XML documents are what users are familiar with.

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Export

How-To

Choose the resume type and document format you wish to use, then click "Export" to generate your resume!

STEP TWELVE:

The final step is to export your resume! To do this just click the blue "Export" button at the bottom of the page. Your resume will download immediately and be ready for use. If you need to make changes you can log back in and export as many times as needed.

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