

# Resume Creator



By Eric Petersen

## Executive Summary

The idea behind this VBA macro is to empower people to quickly create a formatted resume with everything they need to wow that future employer. Many times people do not have the time they need to do this and a tool such as the Resume Creator will give them that boost of time they need to get it done.

This macro has been created with a nice GUI interface in the ribbon so that they can select exactly what they want to add as information. They also can use the GUI to go through a step-by-step wizard to help them select which pieces of information they would like to include on their resume considering sometimes people have many jobs and skills they just cannot list all in one resume.

The idea is simple, this helps one create a resume in a simple GUI format.

## Implementation

Resume creator has been created with a simple GUI interface that has buttons in the ribbon that allows whoever is creating their resume to know what tasks they can perform with the system (figure 1).

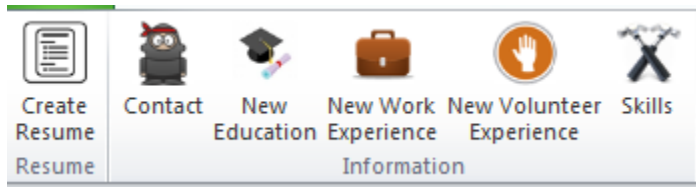


Figure 1 – The ribbon listed as Resume

All the tasks one can perform are listed on this ribbon, they are:

1. Create Resume
2. Contact
3. New Education
4. New Work Experience
5. New Volunteer Experience
6. Skills

Each one of these tasks will be described later.

Each button once clicked comes up with a GUI interface that allows one to enter the text they would like for that resume section. The information is stored in a sheet separate sheet titled similarly to the button.

The Create Resume feature will be moved to the last described portion of this document as it completes the idea of the macro.

## Contact

This button and interface asks for a user's contact information (figure 2) and stores the information in the "Contact" sheet.

This asks for a person's name, address, email, and phone number. Once the person presses Save the data is saved on the "Contact" sheet. If this sheet does not exist it is automatically created. If information already exists on the Contact sheet it is shown in this GUI. Pushing cancel just exits the GUI and changes none of the

Figure 2 – Asks for Contact information

information.

## New Education

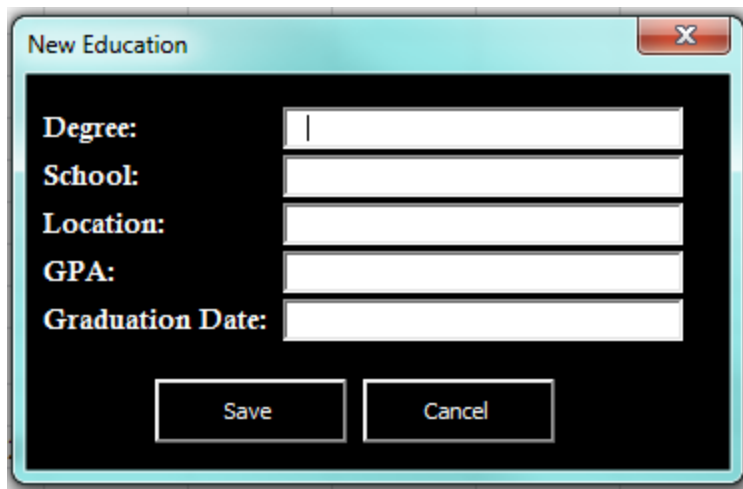
A screenshot of a software window titled "New Education". The window has a light blue header bar with a close button (X) on the right. The main area has a black background with white text labels and white input fields. The labels are "Degree:", "School:", "Location:", "GPA:", and "Graduation Date:". Each label is followed by a single-line text input field. At the bottom of the window, there are two buttons: "Save" and "Cancel".

Figure 3 – New Education Information

This button opens the “New Education” GUI (figure 3) and asks for the person’s degree, school, location, GPA, and graduation date. This information is stored in the “Education” sheet once saved is clicked. Only one entry may be entered per interface but the sheet can hold multiple different instances of education and the macro accommodates for this by adding new information to the bottom of the sheet. Pushing cancel just

exits the GUI.

## New Work Experience

This interface opens when the “New Work Experience” (figure 4) button on the ribbon is clicked. It asks for a person’s job, location, title, three bullet points, and a start to end date range. Save saves this information to the “Work Experience” sheet and this sheet can handle multiple entries although the GUI can only handle one entry at a time.

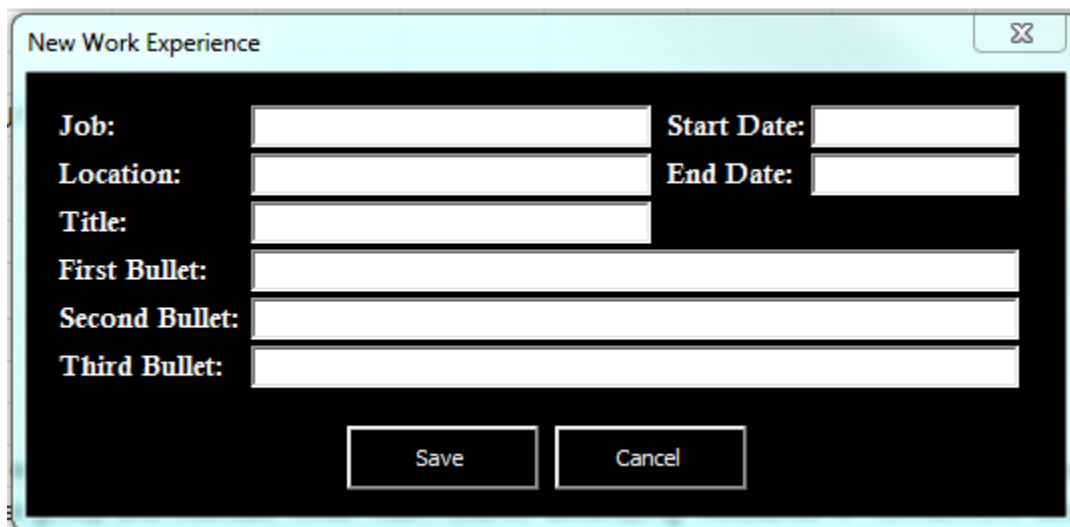
A screenshot of a software window titled "New Work Experience". The window has a light blue header bar with a close button (X) on the right. The main area has a black background with white text labels and white input fields. The labels are "Job:", "Location:", "Title:", "First Bullet:", "Second Bullet:", and "Third Bullet:". Each label is followed by a single-line text input field. To the right of the "Job:" and "Location:" fields, there are labels "Start Date:" and "End Date:" followed by date input fields. At the bottom of the window, there are two buttons: "Save" and "Cancel".

Figure 4 - New Work Experience Information

## New Volunteer Experience

The “New Volunteer Experience” screen is exactly like the “New Work Experience” screen except it is meant for “Volunteer Experience”. This is activated by clicking “New Volunteer Experience” (figure 5). It asks for the volunteer’s job, location, title, three bullets about the job, and a date range of time they did

it. The save button saves this information to the “Volunteer Experience” sheet and this sheet can handle multiple instances of volunteer work. Again the GUI can only handle one entry at a time.

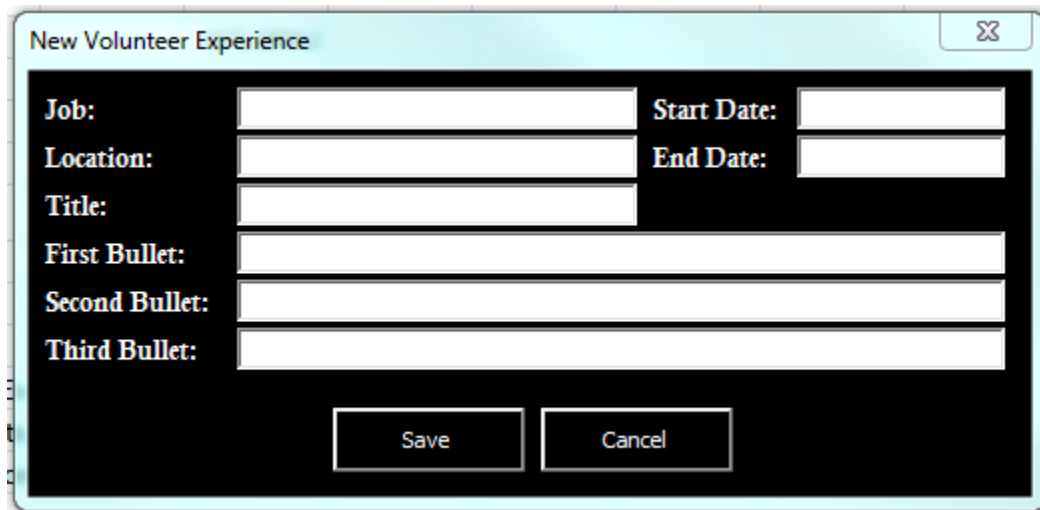
A dialog box titled "New Volunteer Experience" with a close button in the top right corner. The dialog contains several input fields: "Job:" (a single-line text box), "Location:" (a single-line text box), "Title:" (a single-line text box), "Start Date:" (a date picker), "End Date:" (a date picker), "First Bullet:" (a multi-line text box), "Second Bullet:" (a multi-line text box), and "Third Bullet:" (a multi-line text box). At the bottom, there are two buttons: "Save" and "Cancel".

Figure 5 - New Volunteer Information

## Skills

This button opens a skills GUI (figure 6) that allows the person to enter all their skills. It is delimited by commas. The save places all the skills on to the “Skills” sheet and can handle a very large number of skills.

## Create Resume

This is the main feature of the Resume Creator macro. This allows people to organize what they want to put on their resume from previous entries. They do not have to select all the information listed, just what they feel is most adequate.

The “Create Resume” button from the ribbon enters in to a wizard that follows five screens:

1. Create Your Resume greeting screen (figure 7)
2. Select Education (figure 8)
3. Select Work Experience (figure 9)
4. Select Volunteer Experience (figure 10)
5. Select Skills (figure 11)

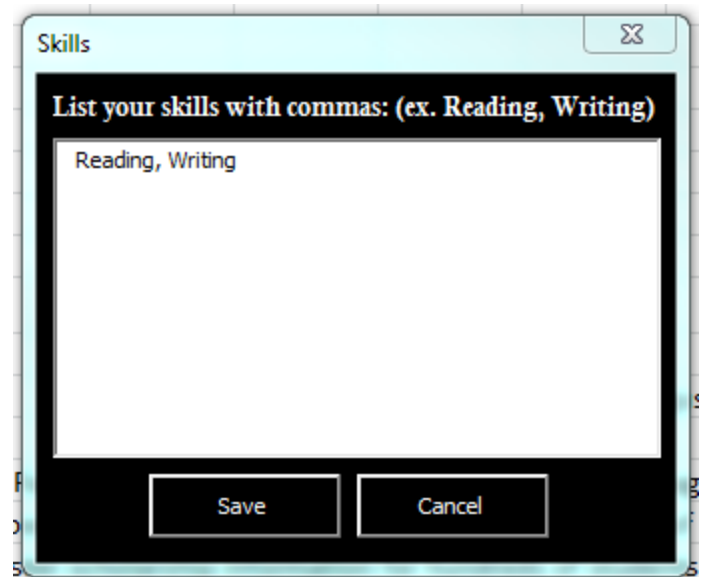
A dialog box titled "Skills" with a close button in the top right corner. The dialog contains a text area with the prompt "List your skills with commas: (ex. Reading, Writing)". Below the text area, the text "Reading, Writing" is entered. At the bottom, there are two buttons: "Save" and "Cancel".

Figure 6 - Skills Screen

Once the wizard is complete the Resume sheet is finished with all the information the person selected.

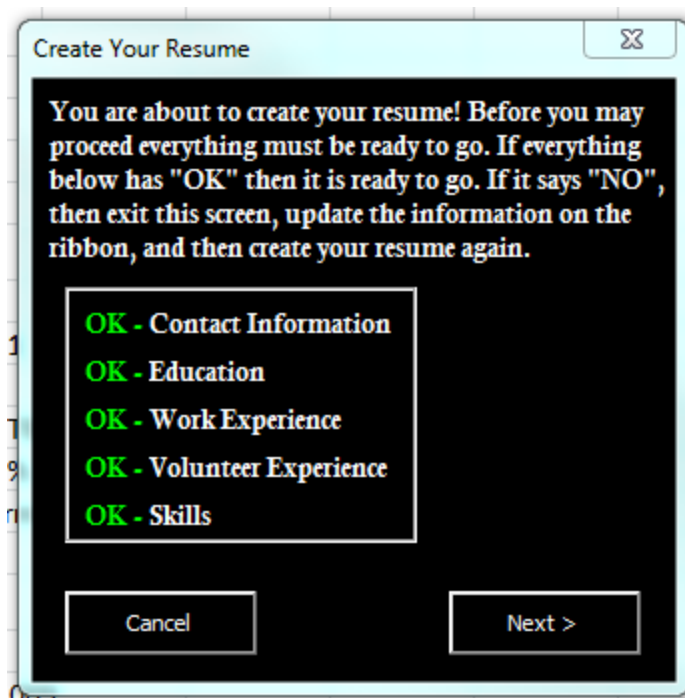


Figure 7 - Create Your Resume Screen

## Create Your Resume

This screen (figure 7) is used to tell the person if they actually have information in all the sections. If they do not the GUI tells the person she/he are missing information with a giant red “NO”. If

Figure 8

any information is missing the “Next” button is not enabled. Once all the labels are marked with green “OK”s then the person may click next to continue with the wizard.

This same screen once next is clicked deletes any old “Resume” sheets or creates a new one if one does not exist. This allows the “Resume” sheet to always be freshly

updated with new information.

## Select Education

Many of the remaining screens act the same way. This section on Select Education will describe in detail what happens and the others will just have a brief overview of that screen. The “Select Education”

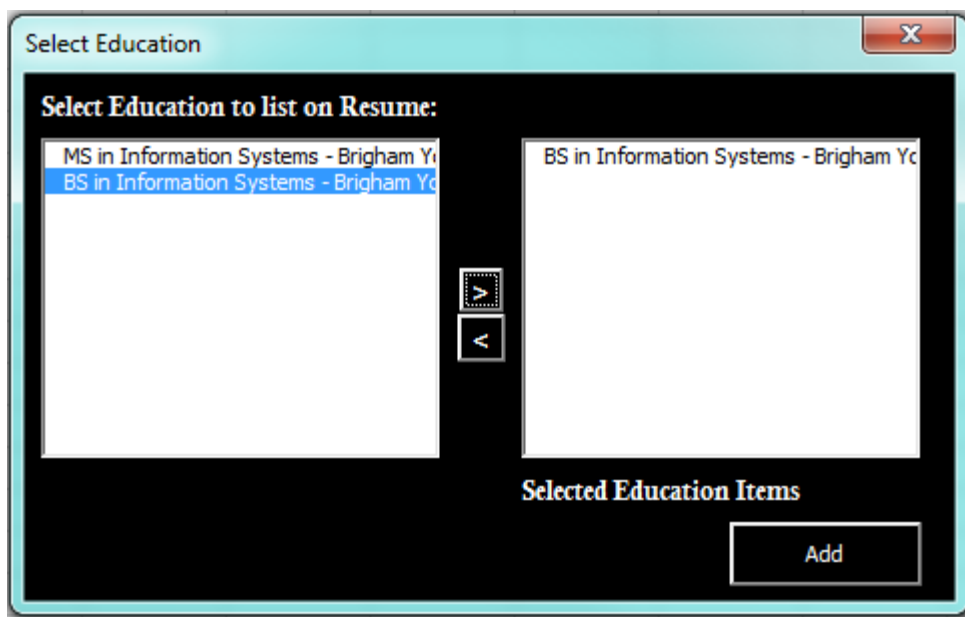


Figure 8 - Select Education

screen (figure 8) has two lists. The left list has every piece of information contained in the “Education” sheet. The list to the right is the list that lists what the person wants to put on the resume. To put information on the resume, the person selects what she/he wants on the left

and then clicks the arrow pointing to

the right list. This information is then moved over to the right list and is in a position to be added to the

resume. The person can move over as many items of education information as they want but only one at a time. To remove an item from the selected items list on the right she/he merely has to select an item and click the left arrow to remove it.

Once the person clicks add all the items in the right list are processed and added to the “Resume” list. The next screen in the wizard is then brought up.

### Select Work Experience

The “Select “Work Experience” (figure 9) screen acts exactly like the “Select Education” screen. One can choose what information to place on the resume, remove selected items, and then add them by clicking “Add”. This gathers information from the “Work Experience” sheet.

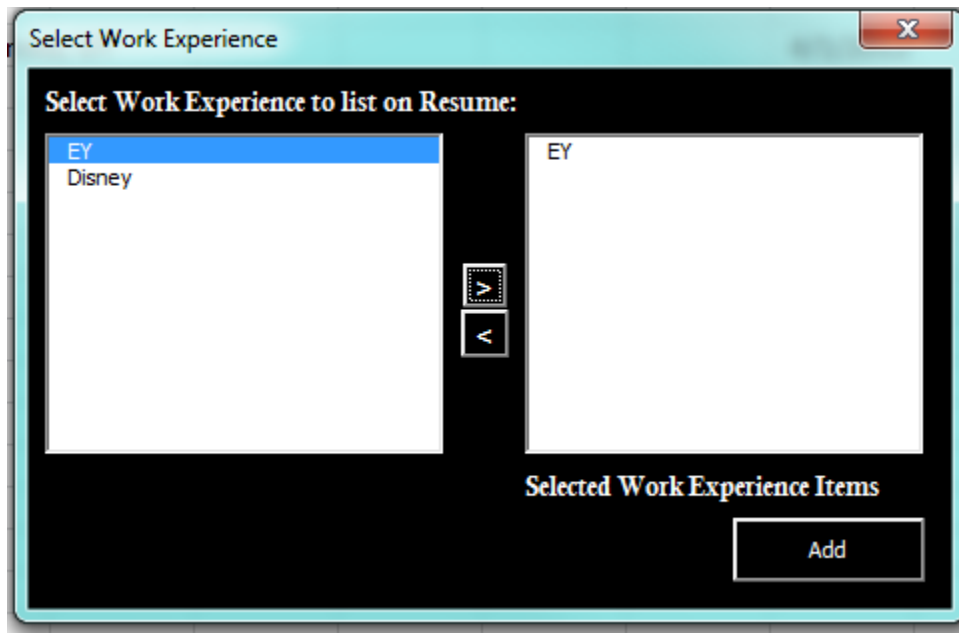


Figure 9 - Select Work Experience

### Select Volunteer Experience

The “Select Volunteer Experience” screen (figure 10) acts like the other screens above. It can add volunteer experiences to be added to the resume and one may remove them from the right list to not be processed. Clicking “Add” adds the information in the right list to the “Resume” sheet. This information comes from the “Volunteer Experience” sheet.

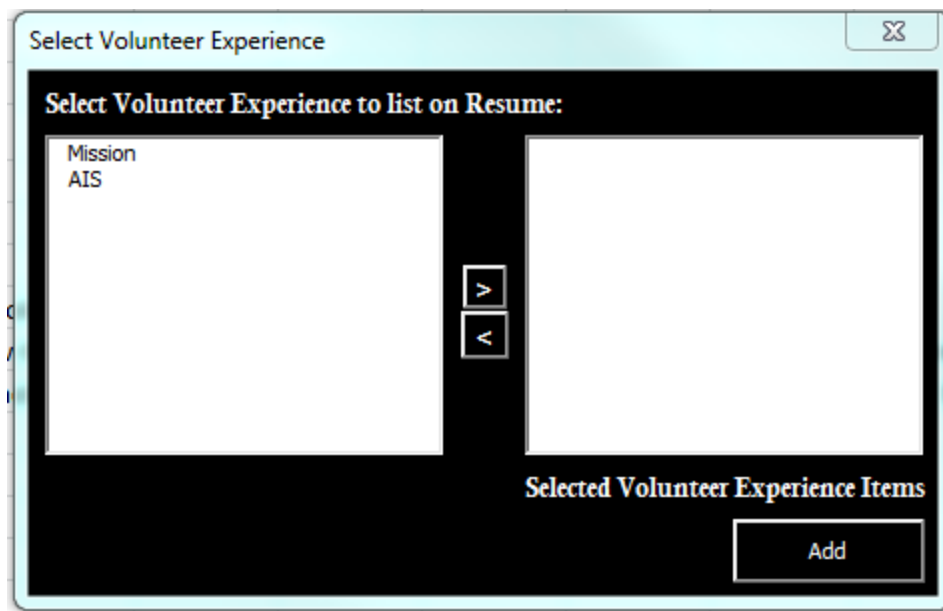


Figure 10 - Select Volunteer Experience

## Select Skills

The “Select Skills” screen (figure 11) acts just like the screens above. One may add skills to the resume, or remove them from processing. Clicking “Add” processes the information on the “Skills” sheet and adds them to the bottom of the resume.

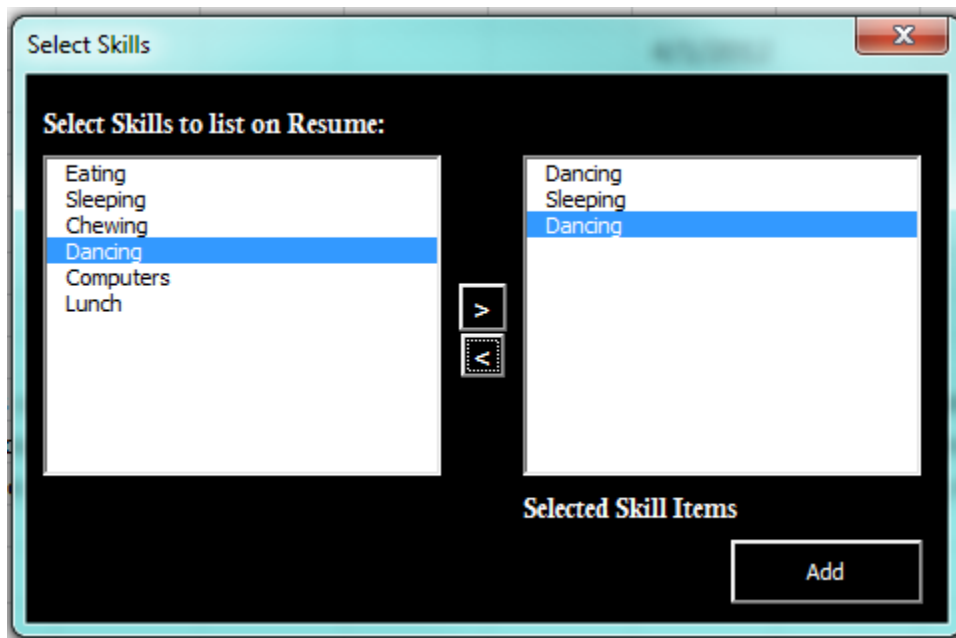


Figure 11 - Select Skills

All of this results in a model resume (Appendix 1) in the “Resume” sheet, all ready to be printed.



## **Difficulties**

This project did not prove difficult in the construction of the product since I have done things similar to this, but it did prove way more time consuming than I originally thought. I thought I could add many other features in a shorter amount of time.

I wanted to add a few extra features such as automatic print areas and different resume formatting. I feel I could have accomplished these features if I had found more time to work on the project. Though I am happy with my current macro and what I have accomplished with it.

## **Assistance**

All the assistance I had from this project was from Google searches. Thank goodness for the people out there who know how to find out if a spreadsheet exists, how to interact between lists, create listboxes with hidden columns, and other fancy tricks.

## Appendix I

This is a model of the type of resume being constructed in the macro.

|                                                                                                                                    |  |  |  |  |  |  |  |  |  |                          |  |  |
|------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--------------------------|--|--|
| <b>ERIC PETERSEN</b>                                                                                                               |  |  |  |  |  |  |  |  |  |                          |  |  |
| 1412 N Timpanogos Dr, Provo, UT 84604 • ericrpetersen@gmail.com • 801-471-9852                                                     |  |  |  |  |  |  |  |  |  |                          |  |  |
|                                                                                                                                    |  |  |  |  |  |  |  |  |  |                          |  |  |
| <b>EDUCATION</b>                                                                                                                   |  |  |  |  |  |  |  |  |  |                          |  |  |
| MS in Information Systems   Provo, UT                                                                                              |  |  |  |  |  |  |  |  |  | 4/1/2013                 |  |  |
| Brigham Young University                                                                                                           |  |  |  |  |  |  |  |  |  |                          |  |  |
| • 3.57                                                                                                                             |  |  |  |  |  |  |  |  |  |                          |  |  |
|                                                                                                                                    |  |  |  |  |  |  |  |  |  |                          |  |  |
| <b>Work Experience</b>                                                                                                             |  |  |  |  |  |  |  |  |  |                          |  |  |
|                                                                                                                                    |  |  |  |  |  |  |  |  |  |                          |  |  |
| Disney   Orlando, FL                                                                                                               |  |  |  |  |  |  |  |  |  | April to August 2011     |  |  |
| Orlando, FL                                                                                                                        |  |  |  |  |  |  |  |  |  |                          |  |  |
| • Examined hundreds of requirements and created data mappings and SQL for processing of data from a 17 TB data warehouse           |  |  |  |  |  |  |  |  |  |                          |  |  |
| • Instigated an application to track \$1 million+ project estimates increasing management awareness by 100%                        |  |  |  |  |  |  |  |  |  |                          |  |  |
| • Returned millions of valuable business records to production through leading a team on correcting an intermittent incident       |  |  |  |  |  |  |  |  |  |                          |  |  |
|                                                                                                                                    |  |  |  |  |  |  |  |  |  |                          |  |  |
| EY   San Jose, CA                                                                                                                  |  |  |  |  |  |  |  |  |  | June to August 2012      |  |  |
| San Jose, CA                                                                                                                       |  |  |  |  |  |  |  |  |  |                          |  |  |
| • Analyzed IT general controls on clients such as Facebook and Cisco WebEx to protect their assets against threatening risk        |  |  |  |  |  |  |  |  |  |                          |  |  |
| • Organized 60+ interns in to a social group and oversaw three intern events developing thousands of connections between them      |  |  |  |  |  |  |  |  |  |                          |  |  |
| • Designed PeopleSoft SQL statements to administer scholarship information for hundreds of students improving distribution by 10%  |  |  |  |  |  |  |  |  |  |                          |  |  |
|                                                                                                                                    |  |  |  |  |  |  |  |  |  |                          |  |  |
| <b>Volunteer Experience</b>                                                                                                        |  |  |  |  |  |  |  |  |  |                          |  |  |
|                                                                                                                                    |  |  |  |  |  |  |  |  |  |                          |  |  |
| AIS   BYU                                                                                                                          |  |  |  |  |  |  |  |  |  | January to December 2012 |  |  |
| BYU                                                                                                                                |  |  |  |  |  |  |  |  |  |                          |  |  |
| • Lead a team of 30+ individuals to organize events where 300+ attendees networked with corporations resulting in hundreds of jobs |  |  |  |  |  |  |  |  |  |                          |  |  |
| • Selected over nine other candidates to lead because of event experiences and organizational skills, timeliness, and enthusiasm   |  |  |  |  |  |  |  |  |  |                          |  |  |
| • Mentored five students in career path selection and course material solidifying their personal desires with future goals         |  |  |  |  |  |  |  |  |  |                          |  |  |
|                                                                                                                                    |  |  |  |  |  |  |  |  |  |                          |  |  |
| <b>Skills</b>                                                                                                                      |  |  |  |  |  |  |  |  |  |                          |  |  |
|                                                                                                                                    |  |  |  |  |  |  |  |  |  |                          |  |  |
| Eating                                                                                                                             |  |  |  |  |  |  |  |  |  |                          |  |  |
| Dancing                                                                                                                            |  |  |  |  |  |  |  |  |  |                          |  |  |
| Computers                                                                                                                          |  |  |  |  |  |  |  |  |  |                          |  |  |