# Skills First Quick Access Guide

Skills First is primarily used for resume and cover letter generation. Templates for both are available with specialized resumes designed specifically for SUNY Delhi's programs.
First Skills can also be used when searching for a career. Take a short quiz about your interests, and you will then receive a list of suggested careers.

To register for Skills First, go to https://skillsfirst.com/organizations/delhi. Select "Students/faculty click here to join". You will complete the required questions to create your account. This account will be available to you after you graduate. You can edit your resume and/or cover letter and have it reviewed by UNY Delhi's Office of Career and Transfer Office. And this is all free!
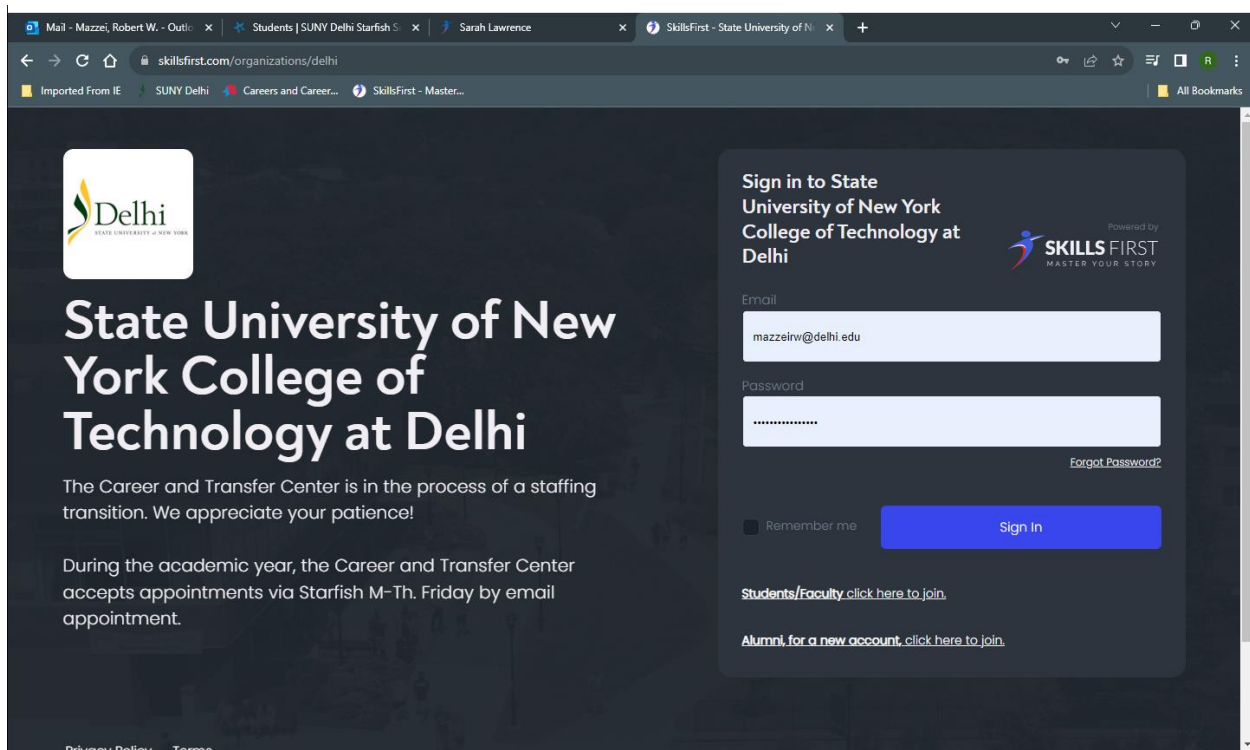
This is what your dashboard will look like. You have the options to create a resume, cover letter, view career videos, or take a short career assessment.
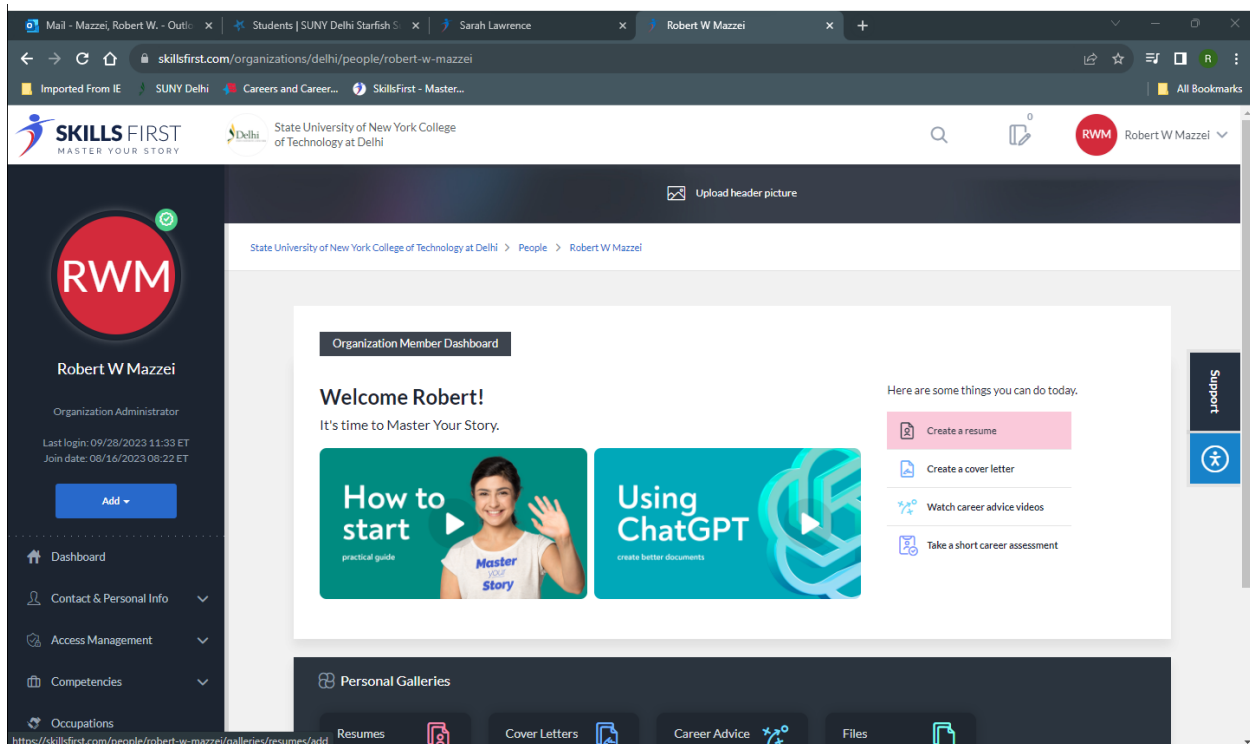
You can upload your document, select a template to use, or start from scratch.
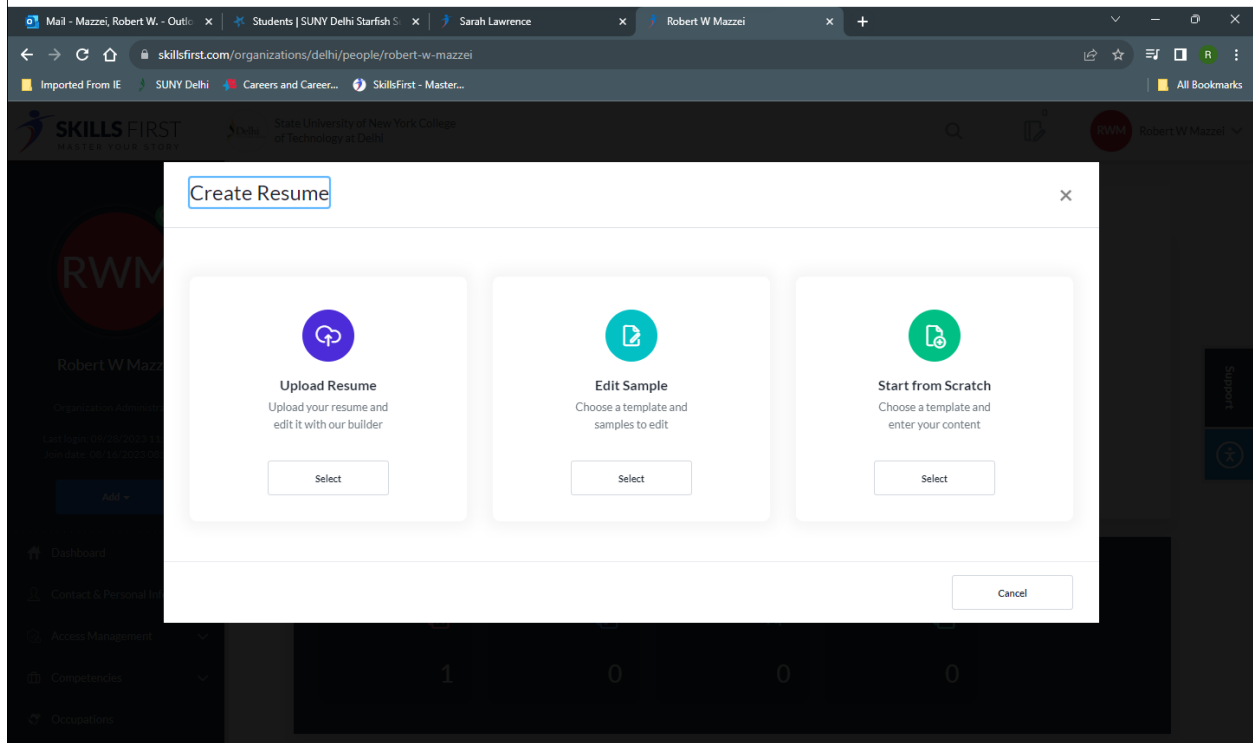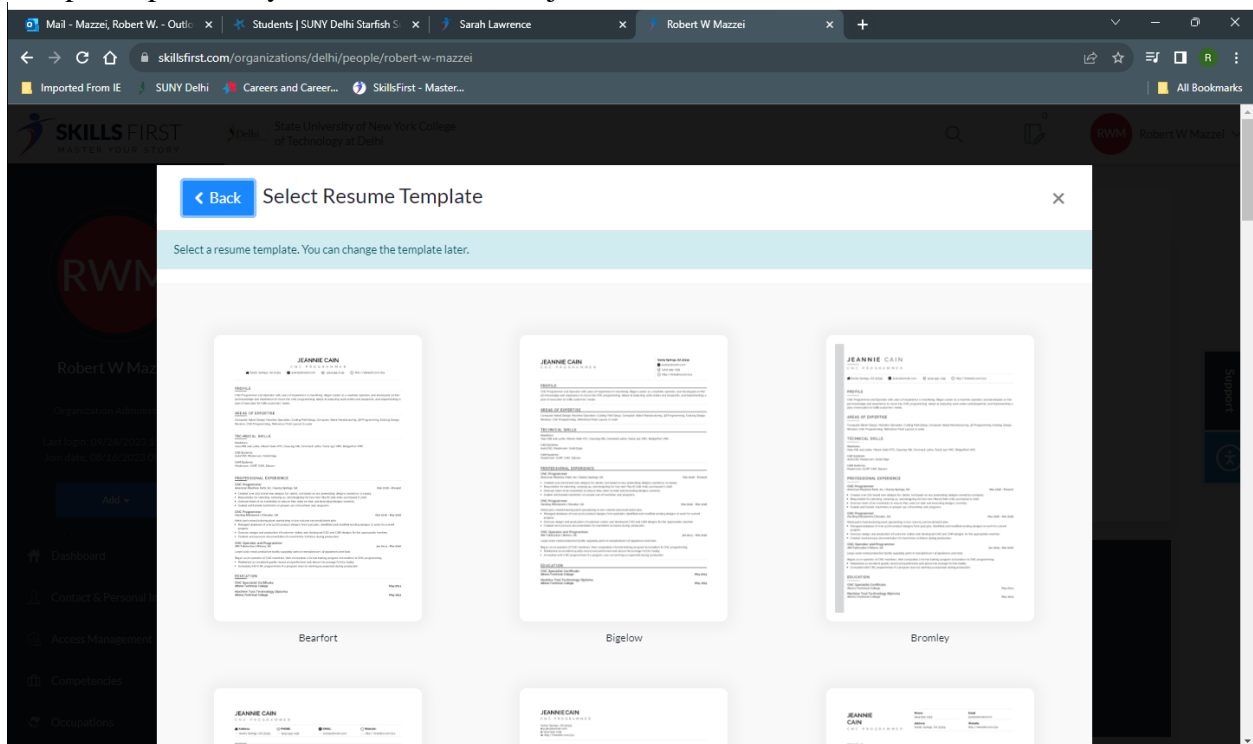

There are a wide variety of documents to choose from. Each has a different look and feel. Template specifically for SUNY Delhi majors are also available.

Once you have selected how you want to build your document, you will name it and use a short description to note when this resume was designed. This will allow you to develop several resumes based on the jobs you are interested in.
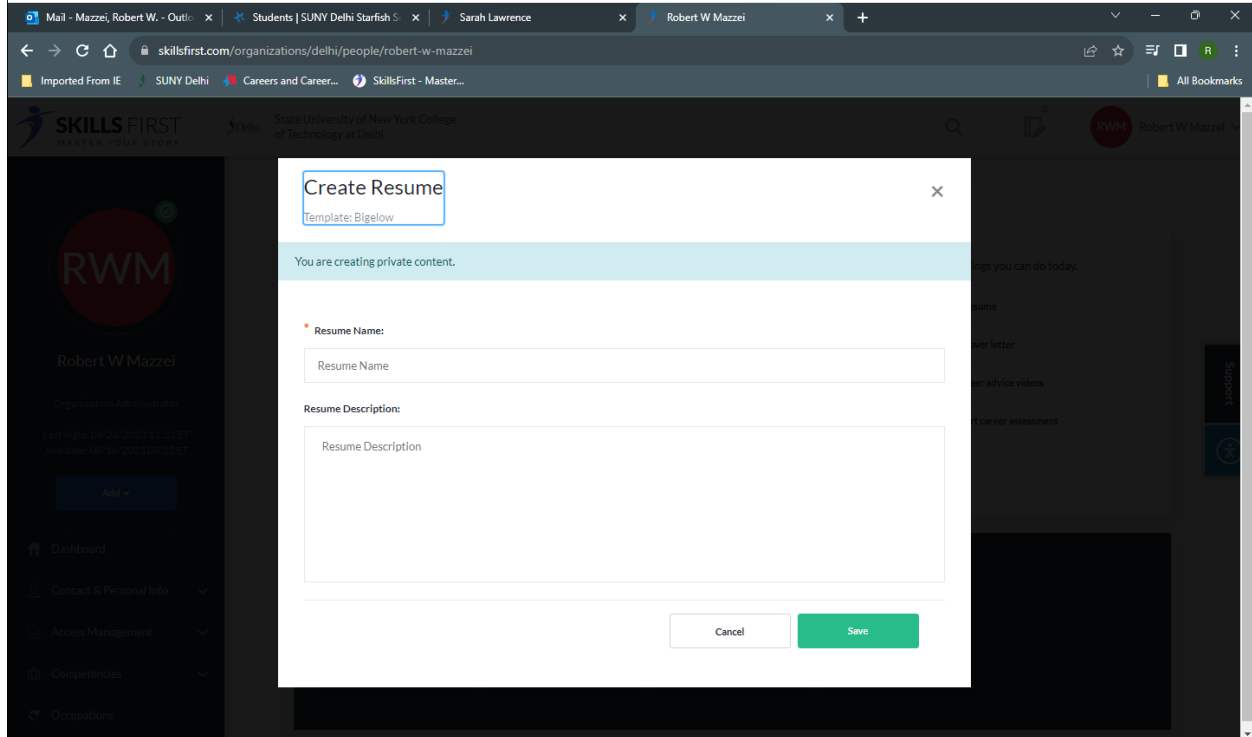
The cover letter is the same process as the resume.
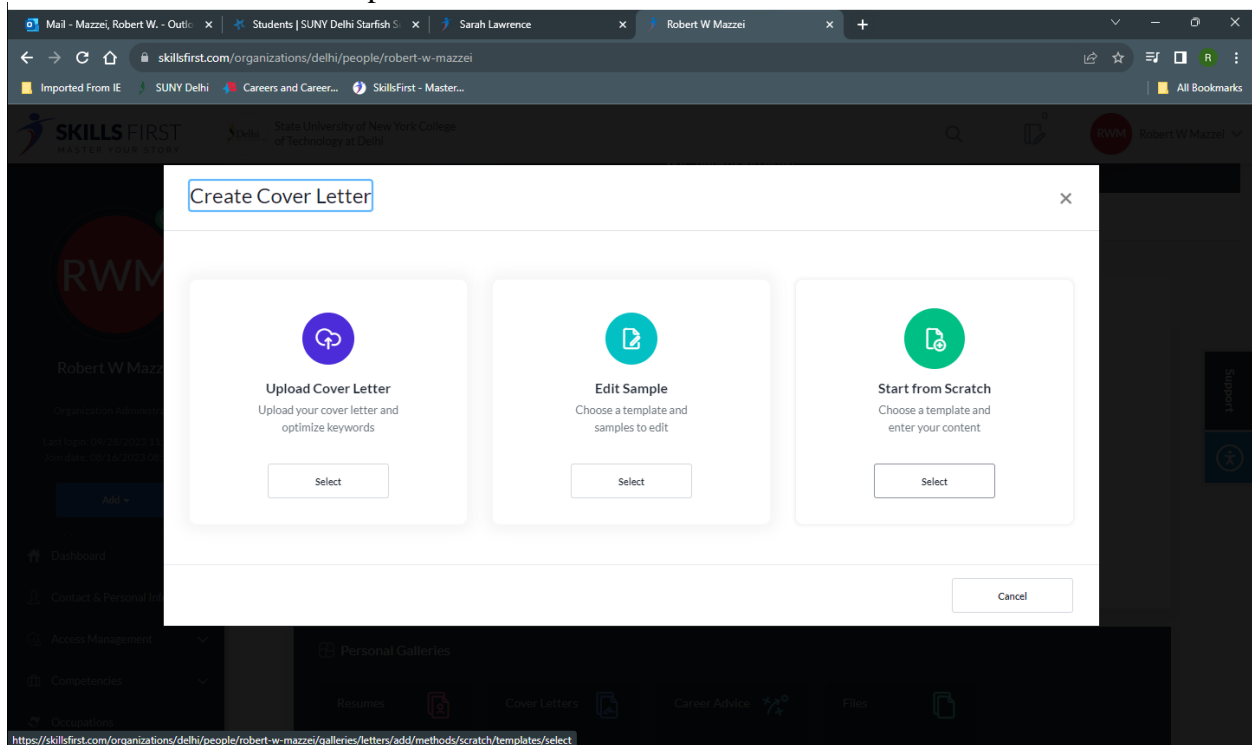
Once you have completed your document, you can submit it to the Career and Transfer Office. Click on Submit for Human Review and the software will ask who you want it sent to. Select Robert W. Mazzei.
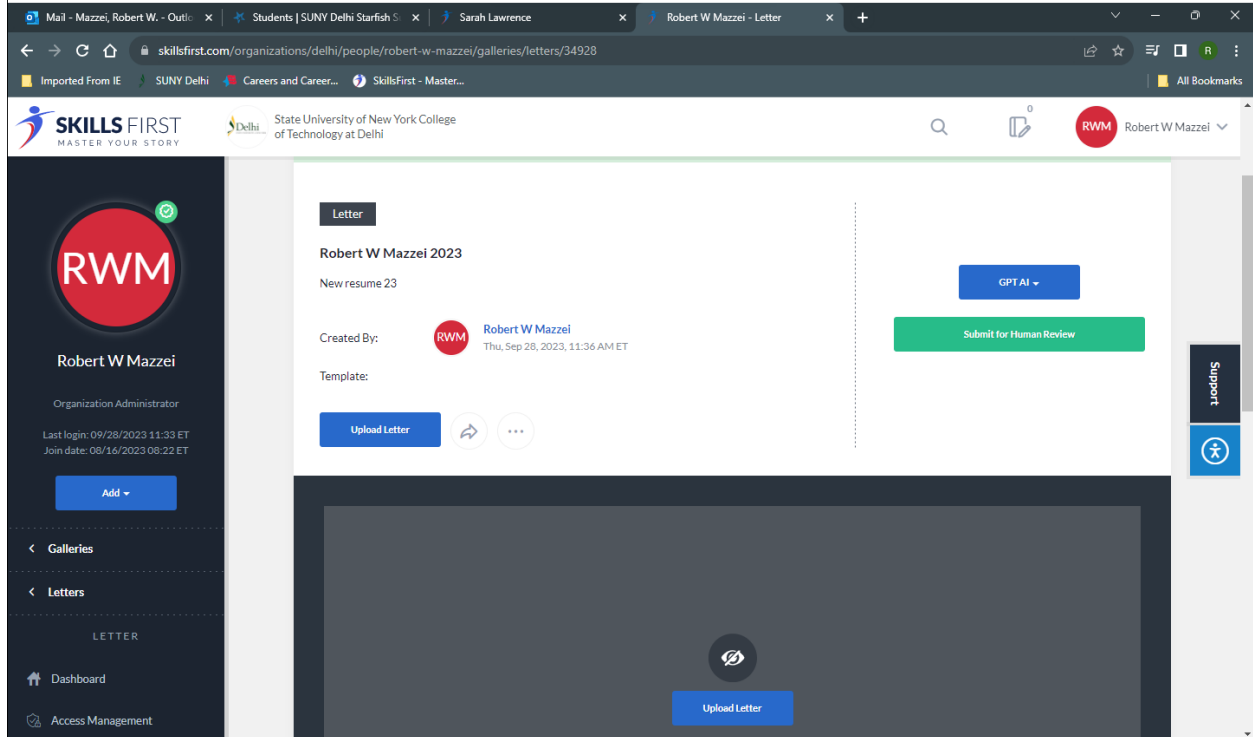
Please do not use the AI review. We do not support that at this time.

Once you have submitted your document(s), it will typically take one to two business days for it to be reviewed. You will receive notification that the review is complete. You will then log into Skills First, bring up your document, and look at the annotated version. This version will have all of the editing notes from the Career and Transfer Office staff.
Make the changes and you will be ready to submit it for an internship, preceptorship, or job!