

Vehicle Resume - Step 2

Features & Status

Select the vehicle's features, status details, service items, and story before moving to Step 3.

PURPOSE

After clicking to continue from New Vehicle - Step 1, you are directed to Vehicle Resume - Step 2. This step builds out the main resume content and updates the Live Resume Preview in real time.

1 Select features

Choose 5 items in each Features & Options category.

2 Complete status fields

Choose 5 Ownership & Vehicle Status items and 4 Service Completed items.

3 Finish and continue

Write the Vehicle Story, review the requirements box, then continue to Step 3.

Preview

Dashboard

Edit

RF

Vehicle Resume Essentials

Dashboard

New Vehicle

Inventory

Vehicle Resumes

Library

Reports

Settings

Users

Billing

RANDY FERRESE Admin

Log out

Back to Vehicle

Vehicle Resume — Step 2

Features & Status for 2023 CHEVROLET Silverado Custom — preview updates in real time.

A. Features & Options

1 of 5 required

Comfort & Convenience

Power Moonroof

Keyless Entry

Leather-Trimmed Seats

Ventilated Front Seats

Dual-Zone Climate Control

Heated Front Seats

Remote Start

Power Driver Seat w/ Memory

Add custom feature...

Technology

1 of 5 required

USB-C Charge Ports

Push-Button Start

Remote Engine Start

Apple CarPlay

Premium Audio System

Live Resume Preview

USA AUTO BROKERS

QUALITY PRE-OWNED CARS

VEHICLE — RESUME

2023 CHEVROLET Silverado Custom

\$69,950

VIN: 1GCPDBEK1PZ105502 15,000 miles

Body Style

Pickup

Exterior

blu

Engine

In-Line

Interior

rec

Transmission

—

Stock #

stx51

Drivetrain

4WD/4-Wheel Driv...

Acquired

7/21/2021

FEATURES & OPTIONS

Comfort & Convenience

Leather-Trimmed Seats

Safety & Driver Assistance

Backup Camera

Adaptive Cruise Control

Technology

Apple CarPlay

Exterior

Fog Lights

LED Headlights

GOOD PRACTICE: Use the Live Resume Preview on the right as a quality check while building the resume.

1. Select Features & Options

In section A. Features & Options, choose the features that best describe the vehicle. Each category contains built-in selections and requires 5 items to be selected before the resume can be completed.

The screenshot displays the 'Vehicle Resume — Step 2' interface. On the left is a sidebar with navigation options: Dashboard, New Vehicle (marked with a blue circle 1), Inventory, Vehicle Resumes (highlighted), Library, Reports, Settings, Users, and Billing. The main content area is titled 'Vehicle Resume — Step 2' and includes a 'Back to Vehicle' link. Below the title, it says 'Features & Status for 2023 CHEVROLET Silverado Custom — preview updates in real time.' The interface is divided into two main sections: 'A. Features & Options' and 'Live Resume Preview'.

A. Features & Options (marked with a blue circle 2) contains two categories, each with a '1 of 5 required' counter:

- Comfort & Convenience:**
 - ☐ Power Moonroof
 - ☐ Keyless Entry
 - ☒ Leather-Trimmed Seats
 - ☐ Ventilated Front Seats
 - ☐ Dual-Zone Climate Control
 - ☐ Heated Front Seats
 - ☐ Remote Start
 - ☒ Driver Seat w/ Memory (marked with a blue circle 3)
- Technology:**
 - ☐ USB-C Charge Ports
 - ☐ Push-Button Start
 - ☐ Remote Engine Start
 - ☒ Apple CarPlay
 - ☐ Premium Audio System

Each category has an 'Add custom feature...' input field with a '+' button.

Live Resume Preview (marked with a blue circle 4) shows a preview of the vehicle resume. It includes the USA Auto Brokers logo, the vehicle details '2023 CHEVROLET Silverado Custom' with a price of '\$69,951', and a VIN: 1GCPDBEK1PZ105502. Below this is a table with vehicle specifications:

Body Style	Pickup	Exterior	blu
Engine	In-Line	Interior	rec
Transmission	—	Stock #	stx5!
Drivetrain	4WD/4-Wheel Driv...	Acquired	7/21/2021

Below the table, there is a 'FEATURES & OPTIONS' section with two columns of selected features:

- Comfort & Convenience:**
 - ☒ Leather-Trimmed Seats
- Technology:**
 - ☐ Apple CarPlay
- Safety & Driver Assistance:**
 - ☒ Backup Camera
 - ☐ Adaptive Cruise Control
- Exterior:**
 - ☒ Fog Lights
 - ☐ LED Headlights

1 Built-in feature lists

Categories include Comfort & Convenience and Technology. Select the items that apply.

2 Required counter

The counter on the right shows your progress. You must select 5 items in each box.

3 Custom feature add

If a feature is missing, use the custom add field to create it. Custom items can be added or removed to personalize the resume.

4 Live Resume Preview

The preview updates in real time and shows the selected features as the resume is being built.



2. Continue through the remaining feature categories

Continue down the page and complete the remaining Features & Options groups. The same selection rule applies to each category.

The screenshot shows the 'Vehicle Resume Essentials' interface. The sidebar on the left contains navigation options: Dashboard, New Vehicle, Inventory, Vehicle Resumes (highlighted), Library, Reports, Settings, Users, and Billing. The main content area is divided into two sections: 'Safety & Driver Assistance' and 'Exterior'. Both sections have a '2 of 5 required' counter. The 'Safety & Driver Assistance' section includes checkboxes for Front Disc Brakes, Child Safety Locks, Rear Window Defroster, Dual Front Airbags, Daytime Running Lights, Rear Cross-Traffic Alert, Backup Camera (checked), Blind Spot Monitoring, Lane Keeping Assist, Adaptive Cruise Control (checked), Forward Collision Warning, Automatic Emergency Braking, and Parking Sensors. The 'Exterior' section includes checkboxes for Sunroof, Skid Plates, High-Gloss Black Body Trim, Panoramic Moonroof, Heated Mirrors, Chrome Accents, Fog Lights (checked), and Alloy Wheels. The 'Live Resume Preview' on the right shows the vehicle details for a 2023 Chevrolet Silverado Custom, including the VIN, mileage, and a list of features and options.

Body Style	Pickup	Exterior	blu
Engine	In-Line	Interior	rec
Transmission	—	Stock #	stx5!
Drivetrain	4WD/4-Wheel Driv...	Acquired	7/21/2021

FEATURES & OPTIONS

Comfort & Convenience	Technology
Leather-Trimmed Seats	Apple CarPlay
Safety & Driver Assistance	Exterior
Backup Camera	Fog Lights
Adaptive Cruise Control	LED Headlights
Interior & Seating	
Third-Row Seating	

OWNERSHIP & VEHICLE STATUS

✓ One Owner

1 Safety & Driver Assistance

Choose 5 items from the built-in list. Examples may include Backup Camera, Adaptive Cruise Control, and more.

2 Counter confirmation

Watch the counter on the right side of each section. It confirms how many required items have been selected.

3 Exterior and other categories

Continue through categories such as Exterior and Interior & Seating, selecting 5 items in each one.

4 Consistent preview

The Live Resume Preview remains visible on the right throughout the process so you can monitor the final look.

3. Complete Ownership, Status, and Service fields

Below the feature categories, finish the remaining required content areas before moving to the final step.

The screenshot displays the 'Vehicle Resume Essentials' interface. On the left is a sidebar with navigation links: Dashboard, New Vehicle, Inventory, Vehicle Resumes (highlighted), Library, Reports, Settings, Users, Billing, and a user profile for Randy Ferrese. The main content area is divided into four sections: B. Ownership & Vehicle Status, C. Service Completed, D. Vehicle Story, and a Live Resume Preview on the right. Section B requires selecting 5 items from a list of 10 options. Section C requires adding 4 service items. The Live Resume Preview shows a 2023 Chevrolet Silverado Custom with a price of \$69,950, VIN 1GCPDBEK1PZ105502, and 15,000 miles. It also lists features and options like Leather-Trimmed Seats, Apple CarPlay, Backup Camera, and LED Headlights.

B. Ownership & Vehicle Status 1 of 5 required

Select all that apply

- ☒ One Owner
- ☐ Clean Title
- ☐ No Accidents Reported
- ☐ Well Maintained
- ☐ Service Records Available
- ☐ Recently Serviced
- ☐ Dealer Inspected
- ☐ Low Mileage

C. Service Completed 0 of 4 required

Select services completed

Add from templates...

Add custom service item...

Live Resume Preview

4

USA AUTO BROKERS
QUALITY PRE OWNED CARS

VEHICLE — RESUME

2023 CHEVROLET Silverado Custom \$69,950

VIN: 1GCPDBEK1PZ105502 15,000 miles

Body Style	Pickup	Exterior	blu
Engine	In-Line	Interior	rec
Transmission	—	Stock #	stx5!
Drivetrain	4WD/4-Wheel Driv...	Acquired	7/21/2021

FEATURES & OPTIONS

Comfort & Convenience	Technology
☒ Leather-Trimmed Seats	☐ Apple CarPlay
Safety & Driver Assistance	Exterior
☒ Backup Camera	☒ Fog Lights
☒ Adaptive Cruise Control	☒ LED Headlights
Interior & Seating	
☒ Third-Row Seating	

OWNERSHIP & VEHICLE STATUS

☒ One Owner

1 Ownership & Vehicle Status

Select 5 items that apply, such as One Owner, Clean Title, Service Records Available, or Dealer Inspected.

2 Service Completed

Section C. Service Completed requires 4 items.

3 Dropdown and custom add

Use the Select services completed dropdown and add custom service items directly below without leaving the screen. This list can also be set up and saved in the Shop Profile page.

4 Preview check

As items are added, the Live Resume Preview on the right continues to update so you can verify the information.



4. Write the Vehicle Story and move to Step 3

Finish Step 2 by adding the vehicle story, reviewing the requirements message, and continuing to the final step.

Preview Dashboard Edit /vehicle-resumes/6a6... RF + Upgrade

VR Vehicle Resume Essentials

1 Dashboard

+ New Vehicle

Inventory

Vehicle Resumes

Library

Reports

2 Settings

Users

Billing

3 R ANDY FERRESE

Log out

Add custom service item...

D. Vehicle Story

Write a short narrative about this vehicle — its history, condition, and what makes it stand out.

0 / 200 characters

Complete all requirements to continue:

- Comfort & Convenience needs 5 selected — currently 1
- Technology needs 5 selected — currently 1
- Safety & Driver Assistance needs 5 selected — currently 2
- Exterior needs 5 selected — currently 2
- Interior & Seating needs 5 selected — currently 1
- Ownership & Vehicle Status needs 5 selected — currently 1
- Service Completed needs 4 selected — currently 0

← Back to Vehicle

4 Save Draft

✓ Complete & Continue

5 VEHICLE — RESUME

2023 CHEVROLET Silverado Custom \$69,950

VIN: 1GCPDBEK1PZ105502 15,000 miles

Body Style	Pickup	Exterior	blue
Engine	In-Line	Interior	rec
Transmission	—	Stock #	stx5!
Drivetrain	4WD/4-Wheel Driv...	Acquired	7/21/2021

FEATURES & OPTIONS

Comfort & Convenience	Technology
Leather-Trimmed Seats	Apple CarPlay
Safety & Driver Assistance	Exterior
Backup Camera	Fog Lights
Adaptive Cruise Control	LED Headlights
Interior & Seating	
Third-Row Seating	

OWNERSHIP & VEHICLE STATUS

✓ One Owner

Powered by CenterPoint AutoTech
Vehicle Resume™ — The Complete Story Behind Every Vehicle

Preview updates as you type — this is how the resume will appear when printed.

1 Vehicle Story

Use section D. Vehicle Story to write a short narrative about the vehicle. This can become part of the completed resume.

2 Requirements box

The information box labeled Complete all requirements to continue shows what has or has not been completed.

3 Save Draft

Use Save Draft if you want to save your progress and return later.

4 Complete & Continue

Once all required fields are completed, the green button takes you to Step 3 to finalize the Vehicle Resume.



Step 2 completion checklist

Required items

- ☐ Selected 5 items in Comfort & Convenience
- ☐ Selected 5 items in Technology
- ☐ Selected 5 items in Safety & Driver Assistance
- ☐ Selected 5 items in Exterior
- ☐ Selected 5 items in Interior & Seating
- ☐ Selected 5 items in Ownership & Vehicle Status
- ☐ Selected 4 items in Service Completed
- ☐ Added custom items where needed
- ☐ Reviewed the Live Resume Preview
- ☐ Completed the Vehicle Story

NEXT STEP

When the requirements are complete, select the green Complete & Continue button to move to Step 3 and finalize the Vehicle Resume.

Reports

Settings

Users

Billing

RANDY FERRESE

Admin

Log out

Complete all requirements to continue:

Comfort & Convenience needs 5 selected — currently 1

Technology needs 5 selected — currently 1

Safety & Driver Assistance needs 5 selected — currently 0

Exterior needs 5 selected — currently 2

Interior & Seating needs 5 selected — currently 1

Ownership & Vehicle Status needs 5 selected — currently 0

Service Completed needs 4 selected — currently 0

Back to Vehicle

Save Draft

Complete & Continue