SaaSTech Servers

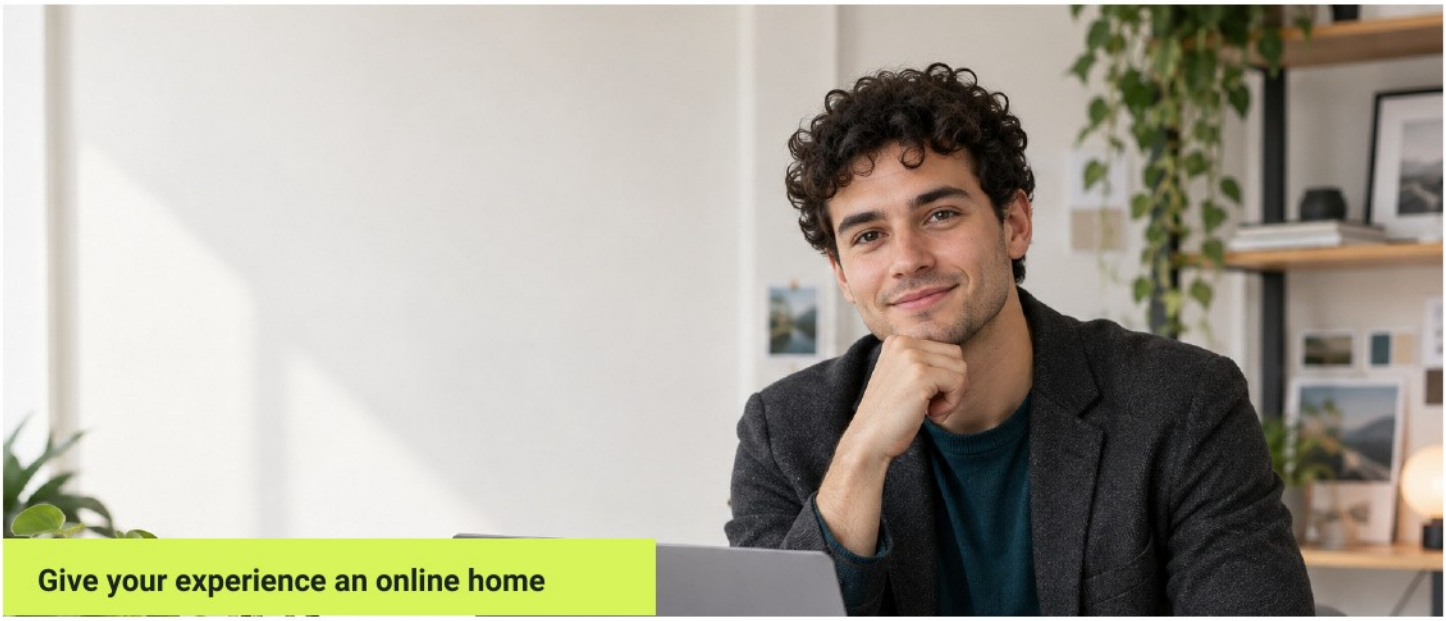
INDUSTRY WEBSITE GUIDE
Workshop workbook

DOMAINS / WEBSITES / BRANDED EMAIL

Résumés & Personal Portfolios



Give your experience a home beyond a single application.



Explore a practical website plan and download the guide and planning resources.

Microsoft 365 for your organization.

Make every page useful.

- Present a clear resume and professional focus
- Connect your skills to selected work
- Make professional contact straightforward

Register or transfer your domain to SaaSTech Servers.

saastech.net/industry/resumes-personal-portfolios

Scan for the guide and downloadable resources.

SCAN TO EXPLORE

SaaSTech Servers

SERVING CANADIAN BUSINESSES
Since 1999

Everything your business needs to move online.

Your name. Your website. Your business email.



DOMAIN CITY

Make a name.

Find your domain name or bring one you own.

WEBSITE VILLAGE

Build your online home.

Start with Website Builder or explore WordPress.

EMAIL TOWN

Look the part.

Use your business name in your team's email.

Not sure where to start?

Take a walk down Main Street.

Explore industry guides, website ideas and practical steps for your business.

Start at **saastech.net**

SCAN TO EXPLORE

Getting started with SaaSTech Servers

Create your free account before contacting support. Keep the detachable record private.

1 Create or sign in to your account

Use an email you can access and follow the secure account prompts. No purchase is required.

2 Keep your customer number and call-in PIN ready

Support may ask for both during a call you initiated through verified Contact Us.

3 Enable two-step verification

Have your registered phone or authenticator device with you when calling SaaSTech Servers; you may need it to sign in or verify the account yourself.

Create My Account | saastech.net/create-account

Contact Us	Account Learning Centre	Delegate access playlist

On Contact Us, check your language/region and currency settings, then use the local contact number shown there.

The Account Learning Centre covers setup and delegation for Website Builder and other services. Choose Work with delegates.

Cut or tear out the card below before sharing this workbook

PRIVATE account reference and call-in authentication

Organization or name _____

Account sign-in email _____

Customer number _____

Call-in PIN _____

Domain names _____

Reviewed on _____

Update your call-in PIN at pin.saastech.net or in My Account after signing in.

Never share your account password or call-in PIN with someone helping manage your services. Each helper should create their own SaaSTech Servers account and receive only the delegated permissions they need. Review purchase/payment and account-security permissions carefully.

For official support, give the call-in PIN only during a call you initiated through verified Contact Us. Never share passwords, sign-in verification codes or recovery codes.

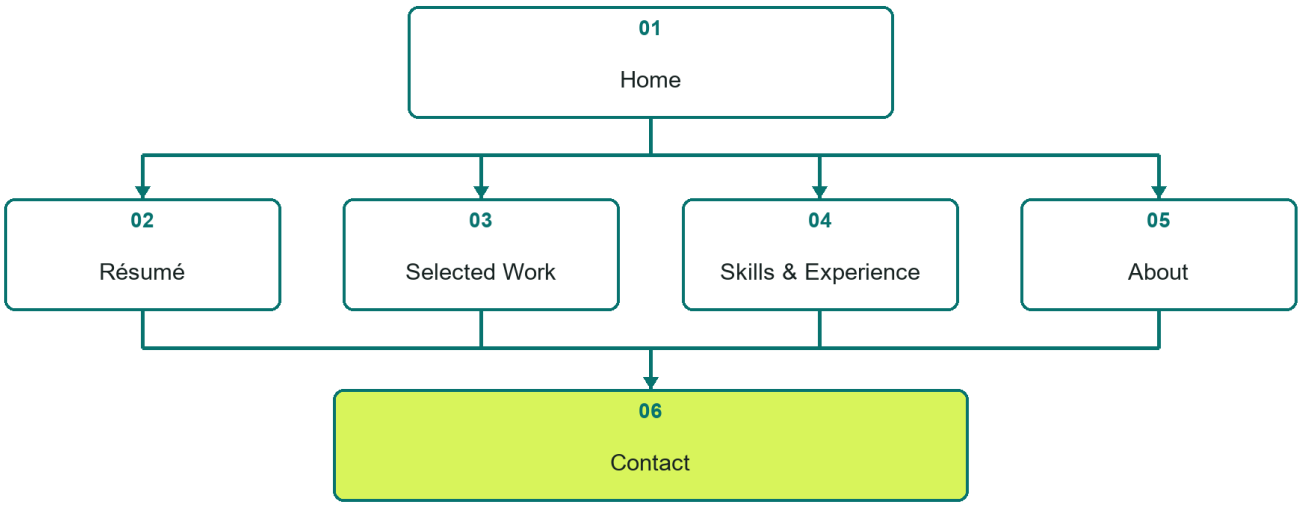
Do not record passwords, verification/recovery codes, security answers or payment details here. Keep this card safe and cut or tear it out before sharing the workbook.

Use a secure password manager for passwords and recovery information.

WEBSITE PLANNING WORKSHOP

Résumés & Personal Portfolios Website workbook

Plan a clear website for résumés & personal portfolios. Explore a worked example, shape your own message and prepare to build with SaaSTech Servers.



Your recommended pages at a glance

Inside this workbook

Six page examples • Practical writing exercises • A launch review

Use it in a workshop or at your own pace. Write by hand or complete the response fields in Word. The final page links to Website Builder, plans and account signup.

Example business Jordan Ellis

RÉSUMÉS & PERSONAL PORTFOLIOS

Your website brief

A SaaSTech Servers workshop for résumés & personal portfolios. Plan your website, learn from the Jordan Ellis example and draft content for your own business.

Each page has a reference sheet followed by a writing sheet. Demo excerpts are labelled separately from new sample wording, which may differ from the screenshot. Click a blank response line to type; longer answers may add pages. Replace fictional details and verify every claim before publishing.

Your business or organization and workshop date

Who should visit your site and what do they need

The main action you want a visitor to take

What you offer and where or how you provide it

Facts photos and permissions to gather before publishing

Workshop rhythm: review the example, write your draft and exchange feedback. Use the final review to choose your next changes. Website Builder and account links are on the last page.

1 Home | 2 Résumé | 3 Selected Work | 4 Skills & Experience | 5 About | 6 Contact

LOOK AND LEARN

Home

The job of this page

Introduce your name, professional focus and the opportunities you want. Link to selected work and your current résumé; a portrait is optional.



Jordan Ellis example | Explore SaaSTech Servers Website Builder

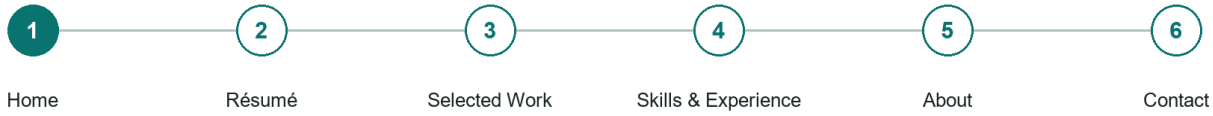
Demo text example

Clear thinking. Thoughtful work.

I'm Jordan Ellis. Explore self-directed projects in research, communication and project coordination.

Pause and plan

Could a first-time visitor explain what you do and who it is for after one glance? Choose one main action and the strongest truthful detail that gives them confidence to continue.



WRITE YOUR PAGE

Home

Write for your visitor. Be specific about what they need to know and what happens next. You can revise the wording after the workshop.

Your page headline

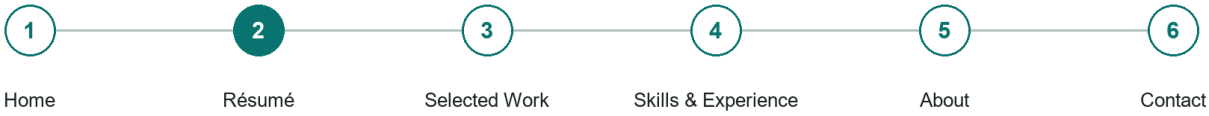
Your opening paragraph

Your offer audience location and most useful supporting details

Button or link wording and where it should lead

Photo idea caption and permission or credit needed

Facts to verify or questions to resolve

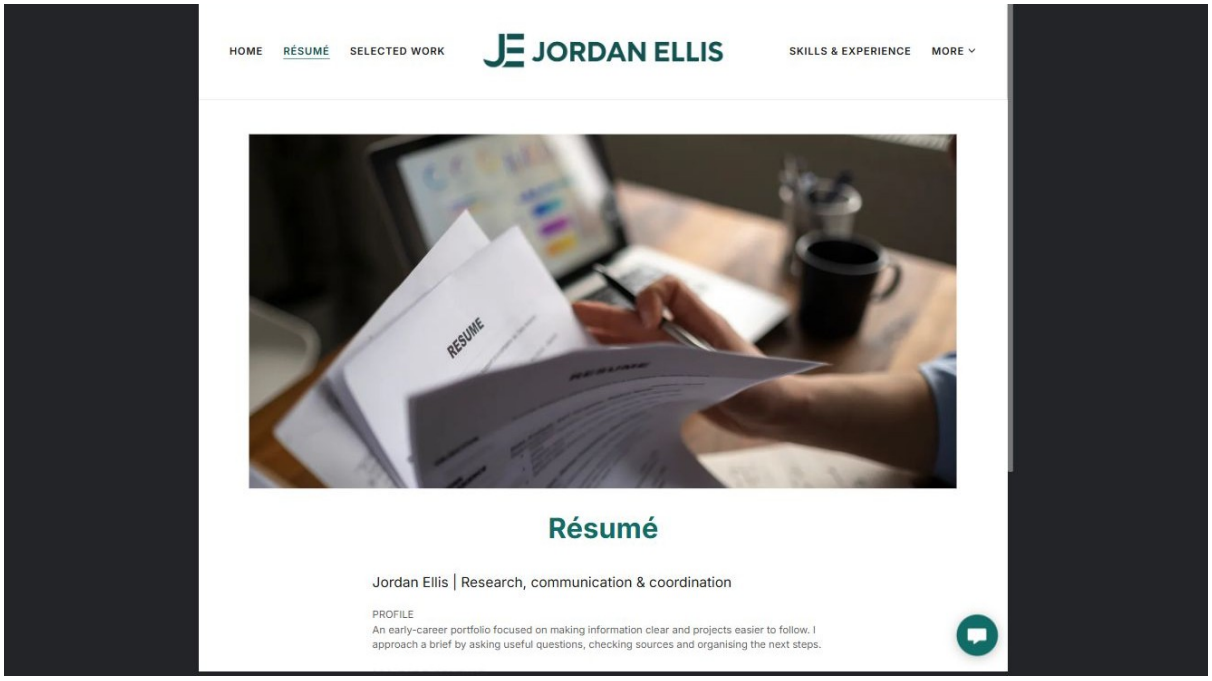


LOOK AND LEARN

Résumé

The job of this page

Present readable experience, education and skills in page text, with an accessible PDF download. Keep dates and claims consistent with applications and professional profiles.



Jordan Ellis example | Explore SaaSTech Servers Website Builder

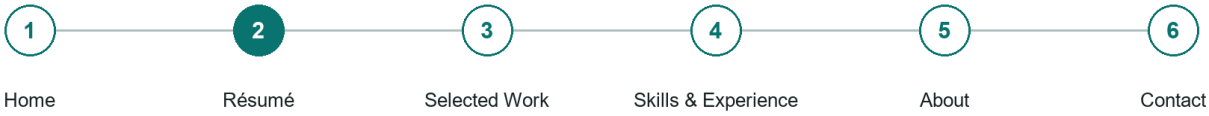
Demo text example

Jordan Ellis

Research, communication & coordination — An early-career portfolio focused on making information clear and projects easier to follow.

Pause and plan

What question brings a visitor to this page? List the details they need, the evidence you can provide and the next useful action. Remove content that does not help them decide or proceed.



WRITE YOUR PAGE

Résumé

Write for your visitor. Be specific about what they need to know and what happens next. You can revise the wording after the workshop.

Your page headline

Your opening paragraph

Key sections visitor questions and supporting details

Button or link wording and where it should lead

Photo idea caption and permission or credit needed

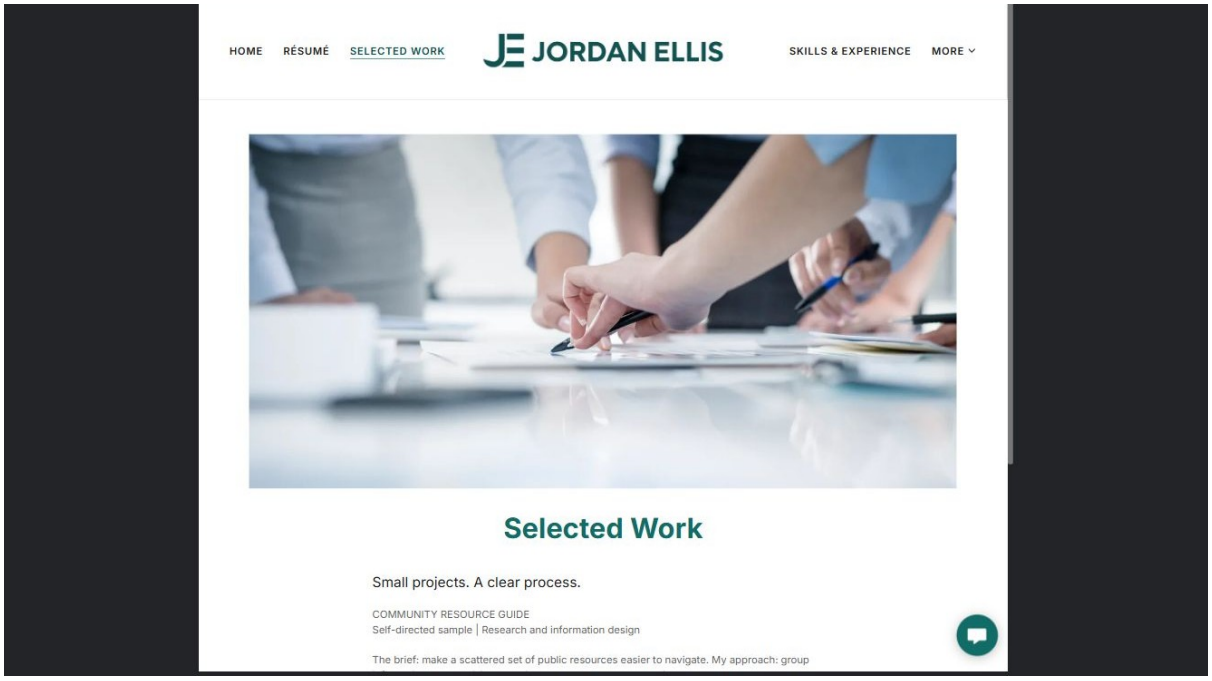
Facts to verify or questions to resolve

LOOK AND LEARN

Selected Work

The job of this page

Choose a few relevant projects. Explain the brief, your contribution, approach and outcome. Label coursework and self-directed projects honestly and distinguish your work from the team's.



Jordan Ellis example | Explore SaaSTech Servers Website Builder

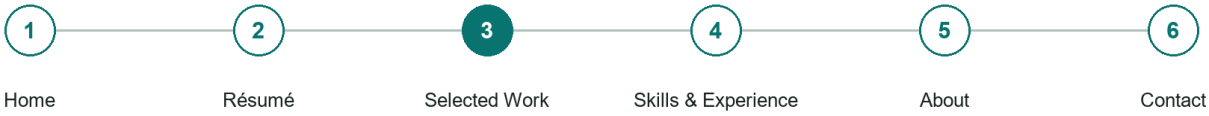
Demo text example

Small projects. A clear process.

COMMUNITY RESOURCE GUIDE

Pause and plan

Which examples best support this page? Explain the context, your contribution and the permissions or credits needed. Label illustrative work and distinguish it from genuine completed projects or customer results.



WRITE YOUR PAGE

Selected Work

Write for your visitor. Be specific about what they need to know and what happens next. You can revise the wording after the workshop.

Your page headline

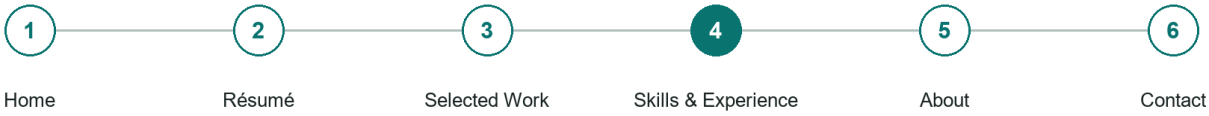
Your opening paragraph

Examples captions context and evidence to include

Button or link wording and where it should lead

Photo idea caption and permission or credit needed

Facts to verify or questions to resolve

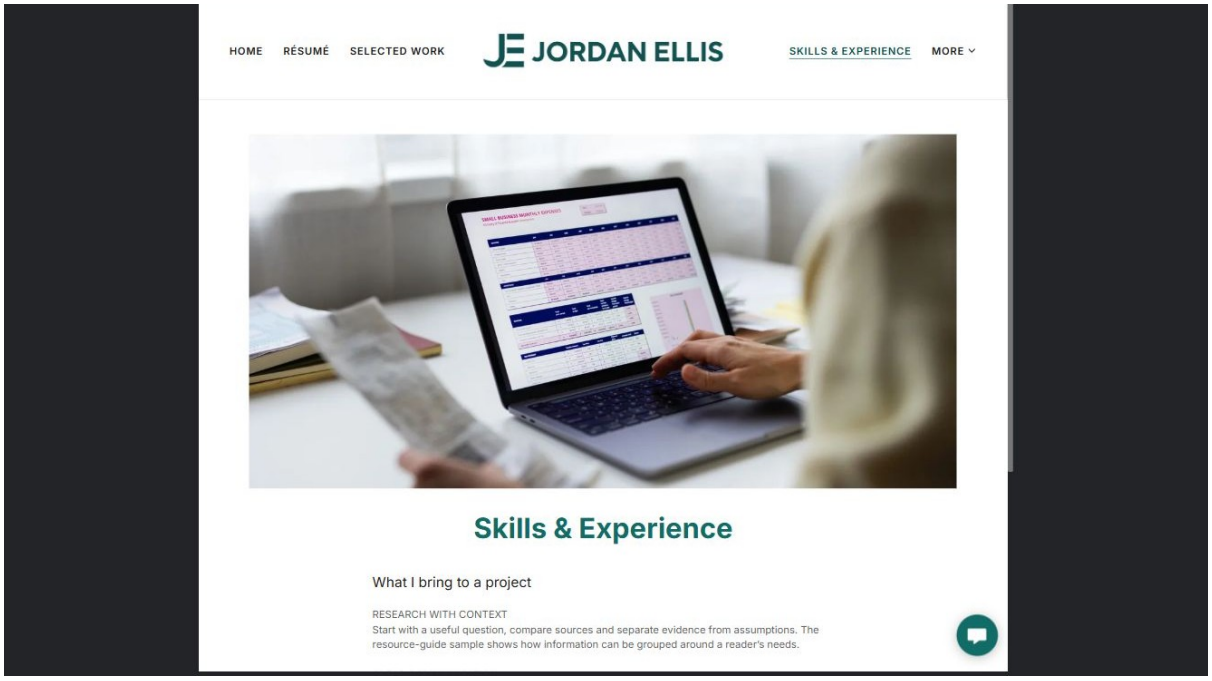


LOOK AND LEARN

Skills Experience

The job of this page

Connect skills to concrete examples rather than rating yourself with arbitrary percentage bars. Include verified credentials and relevant volunteer experience.



Jordan Ellis example | Explore SaaSTech Servers Website Builder

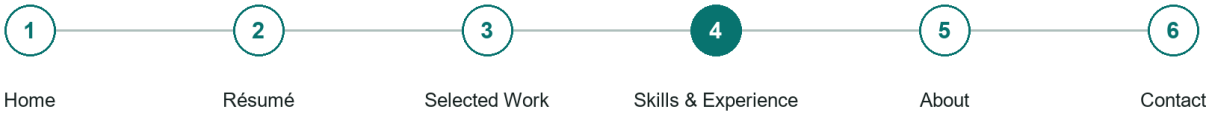
Demo text example

What I bring to a project

Start with a useful question, compare sources and separate evidence from assumptions.

Pause and plan

What question brings a visitor to this page? List the details they need, the evidence you can provide and the next useful action. Remove content that does not help them decide or proceed.



WRITE YOUR PAGE

Skills Experience

Write for your visitor. Be specific about what they need to know and what happens next. You can revise the wording after the workshop.

Your page headline

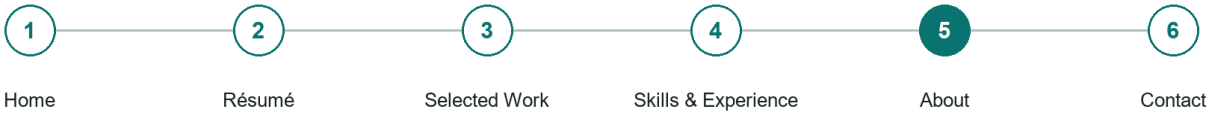
Your opening paragraph

Key sections visitor questions and supporting details

Button or link wording and where it should lead

Photo idea caption and permission or credit needed

Facts to verify or questions to resolve

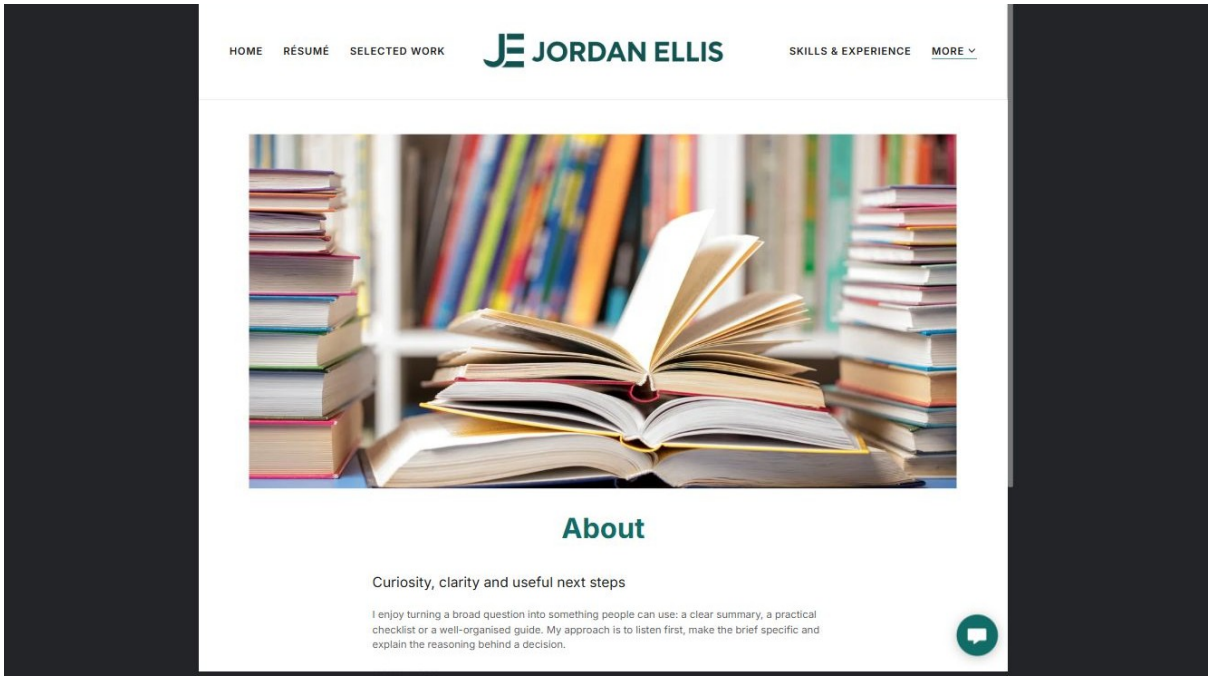


LOOK AND LEARN

About

The job of this page

Explain your interests, working approach and career direction in your own voice. Include only background you are comfortable making public.



Jordan Ellis example | Explore SaaSTech Servers Website Builder

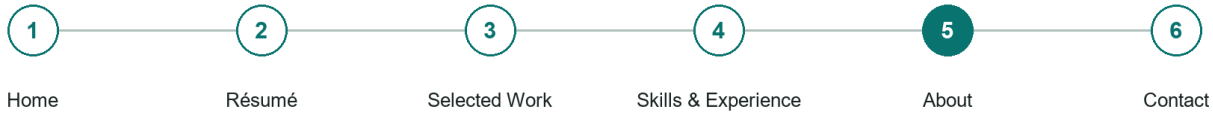
Demo text example

Curiosity, clarity and useful next steps

I enjoy turning a broad question into something people can use: a clear summary, a practical checklist or a well-organised guide.

Pause and plan

Which names, roles and qualifications can you verify? What would help a visitor feel comfortable contacting you? Obtain permission for portraits and describe actual experience without unsupported claims.



WRITE YOUR PAGE

About

Write for your visitor. Be specific about what they need to know and what happens next. You can revise the wording after the workshop.

Your page headline

Your opening paragraph

People roles approach and verified credentials to introduce

Button or link wording and where it should lead

Photo idea caption and permission or credit needed

Facts to verify or questions to resolve

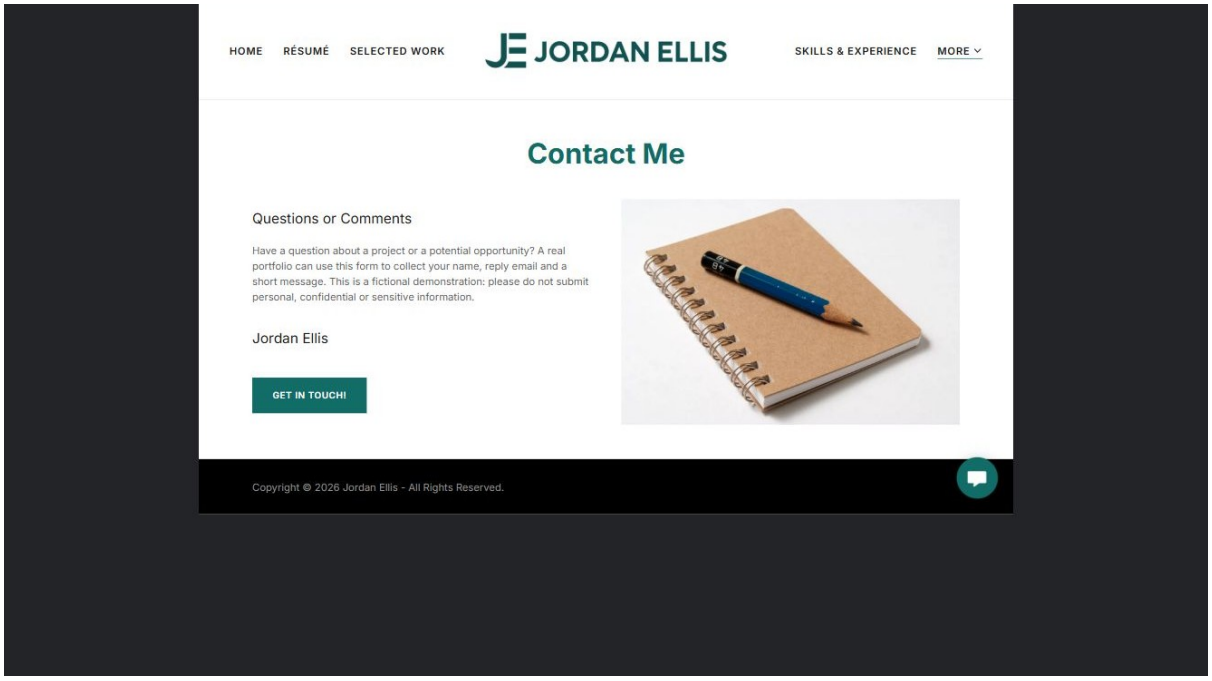
1 Home — 2 Résumé — 3 Selected Work — 4 Skills & Experience — 5 About — 6 Contact

LOOK AND LEARN

Contact

The job of this page

Offer a professional email address or a short form for name, email and message. Share a general location if useful, not a home address or sensitive personal details.



Jordan Ellis example | Explore SaaSTech Servers Website Builder

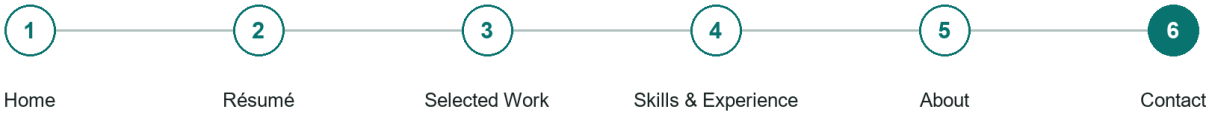
Demo text example

Questions or Comments

Have a question about a project or a potential opportunity? A real portfolio can use this form to collect your name, reply email and a short message.

Pause and plan

What must someone provide, and what happens after they send it? Separate a request from a confirmed booking, order or place. Decide what information should stay out of a public form.



WRITE YOUR PAGE

Contact

Write for your visitor. Be specific about what they need to know and what happens next. You can revise the wording after the workshop.

Your page headline

Your opening paragraph

Information to request and how you will reply or confirm

Button or link wording and where it should lead

Photo idea caption and permission or credit needed

Facts to verify or questions to resolve

WORKSHOP CLOSE

Review and next steps

Ask a partner to read your draft as a first-time visitor. Can they explain what you offer, who it is for and the next step without extra help?

Before you publish

[ ] Every page has a clear purpose and a useful next step.

[ ] Headlines are specific and the wording sounds like your business.

[ ] Names, service areas, prices, dates and policies have been checked.

[ ] Credentials, testimonials and results are genuine and permission-cleared.

[ ] Photos support the text, do not repeat needlessly and have appropriate permissions.

[ ] Forms ask only for necessary information and explain what happens next.

[ ] Links, downloads and the main visitor task work on a phone.

The most useful feedback from your workshop partner

First change to make and who will do it

Information or photographs still needed

Target review date and who will approve the final content

Keep sensitive customer, patient, employee and payment information out of this workbook. Completing it does not publish a website or connect to Website Builder.

BUILD WITH SAASTECH SERVERS

Put your draft into Website Builder

Use the content you have written to build your own site. Keep the résumés & personal portfolios demo as a reference, and replace its company name, images and claims with your verified business information.

Explore the builder

See the editor, compare available plans and decide which features your business needs. Confirm current pricing and terms before purchasing.

Website Builder overview

Create your account

Set up your SaaSTech Servers customer account using your own details. Creating an account is separate from purchasing a Website Builder plan.

Create your SaaSTech Servers account

Choose your plan

Open the secure shop to review the plan, subscription term and final total. Use the account connected to your purchase when you open your service.

View Website Builder plans

Build and check your pages

Add the pages from this workbook. Transfer your approved wording, upload permission-cleared photos and review each page on desktop and mobile before publishing.

Return to the Website Builder guide

Using a printed workbook

Type these short addresses into your browser. The account guide includes the Create My Account button.

www.saastech.net/products/website-builder

www.saastech.net/create-account

This workbook does not create an account, purchase a plan or publish your website. Keep passwords, payment details and confidential customer information out of your draft.