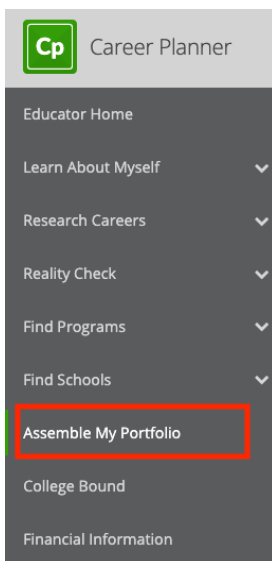


Purpose

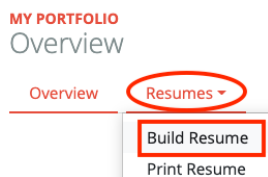
Assemble My Portfolio allows students to track things like work hours, awards received, and other important information for High School and Beyond planning. Information captured this way is automatically added to the student's resume when the student generates one.

Finding a Section

To add an entry, click “Assemble My Portfolio” on the left navigation of the Career Planner.



This will bring you to the Portfolio Overview page. Click the “Resumes” button on the top navigation bar and choose “Build Resume”



Click the carat (down arrow) to the left of the section you’re interested in adding information for, such as “Work Experience” or “Volunteering Experience”. This will show some instructions, any data that has been previously entered, and to the right, a button to ‘Add Record’.

MY PORTFOLIO
 Build Resumes

Overview Resumes ▾ Compositions ▾ Goals ▾ Assignments/Worksheets

▾ Objective

▾ Skills and Qualifications

▲ Work Experience


List your most recent Work Experience first, stating the dates you held the job, the position held and the employer. Then give a brief description of the job duties. Focus more on accomplishments while you were in the job rather than on the specific duties. Make sure your words are precise and you have used **action verbs**.

Career Plan Work Experiences (0 records)

Add Record

No data to display.

Adding an Entry

Click “Add Record”  to open a web form; fill out the form with important information about the experience, recognition, or composition being added (for example, volunteer hours or work duties).

Add Record



Add Work Experience

Position (required)

General Office Clerk

Organization Name (required)

JS Campbell & Associates

 Experience Type (req) Select

Work-based Learning ✕

Start Date (req)

June 2020



End Date (Blank for Present) (opt)

August 2021



Exclude From Resume Print (opt)



Optional Items

Duties (optional)

Helping organize and maintain office common areas.
 Performing general office clerk duties and errands.
 Maintaining office equipment as needed.
 Aiding with client reception as needed.
 Creating, maintaining, and entering information into databases.

Hours Per Week (opt)

15

Wages (opt)

Organization Description (optional)

Supervisor Contact (opt)

Organization Phone Number (opt)

Organization Email (opt)




Organization Website URL (opt)

Organization City (optional)

 Organization State (opt) Select

Organization Zip Code (opt)

Comments (optional)


Click the "Add" button  in the top right to finish. If you don't see an "Add" button, but have a "Validate" button  this means not all required fields have been filled in. When the data is added you will see the entry listed. To edit or delete the data, click on the gear icon  to the right of the entry, then make your selection.


Work Experience

List your most recent Work Experience first, stating the dates you held the job, the position held and the employer. Then give a brief description of the job duties. Focus more on the accomplishments while you were in the job rather than on the specific duties. Make sure your words are precise and you have used [action verbs](#).

[hide instructions](#)

Career Plan Work Experiences (1 records)

[Add Record](#) 

Experience	Organization	Duties	Date Started	Date Comple	Organization	Exclude
General Office Clerk	JS Campbell ...	Managing fili...	June 2020	August 2021		

Row Actions & Options

- Edit
- Delete