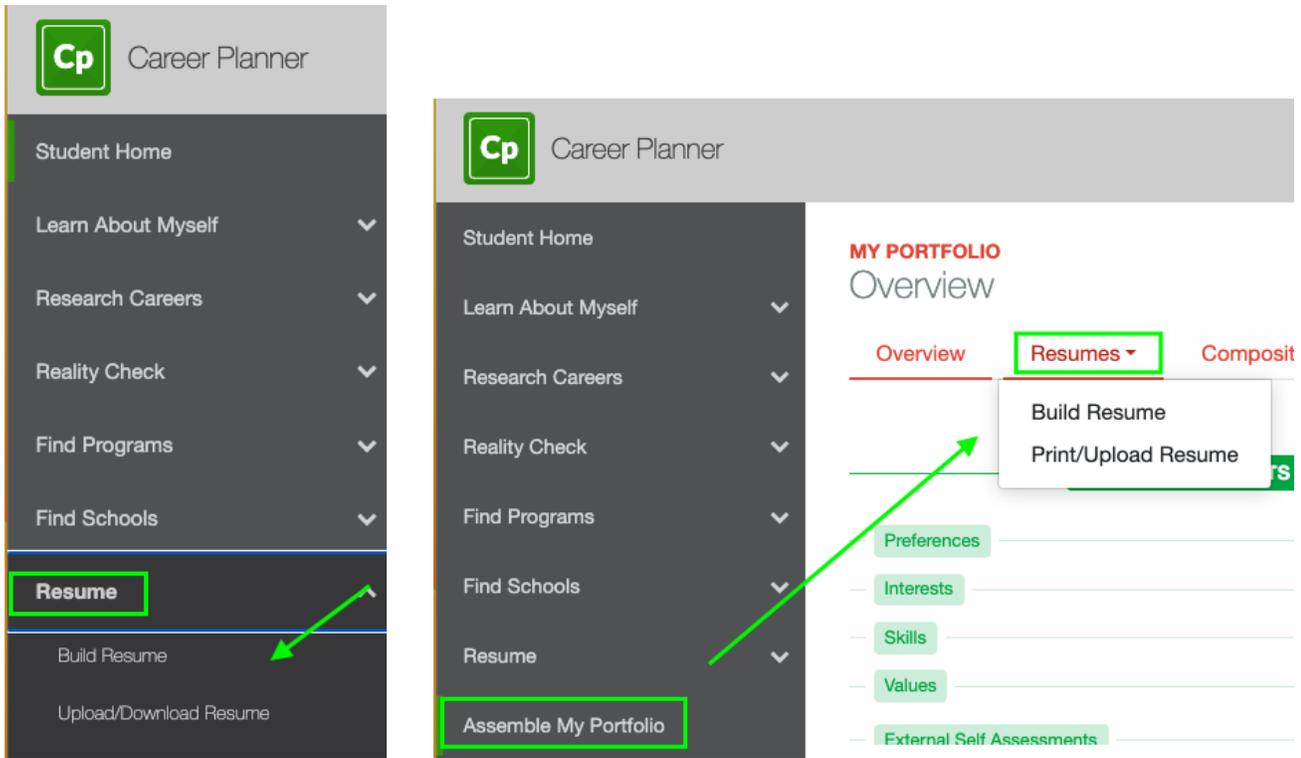


Build My Resume Part 2 Work, Volunteer

Log into Career Planner: [https://\[yourdistrict\].schooldata.net/v2/career-planner](https://[yourdistrict].schooldata.net/v2/career-planner).

In the left-hand navigation, select **Resume**. It can also be accessed from the **Assemble My Portfolio**>>**Resumes** Tab.



The image shows two screenshots of the Career Planner interface. The left screenshot shows the 'Resume' option highlighted in the left-hand navigation menu. The right screenshot shows the 'MY PORTFOLIO Overview' page with the 'Resumes' dropdown menu open, showing 'Build Resume' and 'Print/Upload Resume' options. A green arrow points from the 'Resume' menu item to the 'Build Resume' option.

Work Experience

Click “Add Record” to open a web form.



The screenshot shows the 'Work Experience' section in the Career Planner. The 'Add Record' button is highlighted with a green box and a green arrow.

A new pop-up window will appear. Fill in the required information. Always start with the most recent first.

Required:

- **Position** - The function you served in the company—examples: Cashier, Yard Maintenance, Dishwasher.
- **Organization Name** - The company name. Examples: Boeing, McDonalds, Self Employed.
- **Experience Type** - Select from the drop-down menu (Paid, Job Shadow, Internship, Work-based Learning, Service Learning.)
- **Start Date** and optionally the **End Date** (Leave blank for the present)

Optional: Not required but recommended.

- **Exclude from Resume Print (True/False)** This is for when printing. For example, sometimes you may wish to exclude the information on particular resumes but use the information in others. Marking **True** will prevent the information from being printed in your final resume. Marking **False** will allow it to be printed in the final resume.
- **Duties** - The key skills and accomplishments demonstrated at the specific job. Emphasize the skills that are relevant to your objective.
- **Hours Per Week, Wages**
- A brief **Description** and the **Organization's Information (supervisor contact name, description, contact, phone number, email, website, street, city, state, and zip code)** presenting are optional but recommended.
- **Comments**

Add Record

✓ Validate ✕

Add Work Experience ^

<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>			

Optional Items ^

<input style="width: 100%; height: 40px;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%; height: 40px;" type="text"/>		<input style="width: 100%; height: 40px;" type="text"/>	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%; height: 40px;" type="text"/>			

Click the **"Add"** button in the top right to finish. If you don't see an **"Add"** button but have a **"Validate"** button instead, this means NOT all required fields have been filled in. When the missing data is added, the button text will be updated to **"Add."**

To **edit or delete** the data, click on the **gear icon** to the right of the entry, then make your selection.

Career Plan Work Experiences (1 records) + Add Record ⚙️

Experience	Organizat	Duties	Date Star	Date Con	Organizat	Exclude
Waitress	BP		May 2...	Present		

⚙️

Row Actions & Options

Edit

Delete

Volunteering Experience

Click “Add Record” to open a web form.

Career Planner Volunteering Experiences (0 records) + Add Record ⚙️

No data to display.

A new pop-up window will appear. Fill in the required information. Always start with the most recent first.

Required:

- **Volunteer Activity Title**
- **Start Date**
- **Volunteer Experience Type**

Optional: Not required but recommended.

- **End Date** (leave blank if present)
- **Exclude from Resume Print (True/False)** This is for when printing. For example, sometimes you may wish to exclude the information on particular resumes but use the information in others. Marking **True** will prevent the information from being printed in your final resume. Marking **False** will allow it to be printed in the final resume.
- **Description**
- **Hours Per Week**
- **Total Volunteer Hours**
- **Comments.**
- **Organization's Information** (name, description, contact, phone number, email, website, street, city, state, and zip code)

Add Record

Validate ✕

Volunteer Experience

<small>Volunteer Activity Title (req)</small> <input type="text"/>	<small>Start Date (req)</small> <input type="text"/>	<small>End Date (Blank for Present) (opt)</small> <input type="text"/>	<small>Exclude From Resume Print (opt)</small> <input type="text"/>
<small>Description (optional)</small> <div style="border: 1px solid #ccc; height: 40px;"></div>		<small>Hours Per Week (opt)</small> <input type="text"/>	<small>Total Volunteer Hours (opt)</small> <input type="text"/>
		<small>Comments (opt)</small> <input type="text"/>	<small>Volunteer Experience Type (req)</small> Select

Organization

<small>Name (optional)</small> <input type="text"/>		<small>Description (optional)</small> <input type="text"/>	
<small>Contact (opt)</small> <input type="text"/>	<small>Phone Number (opt)</small> <input type="text"/>	<small>Email (opt)</small> <input type="text"/>	<small>Website (opt)</small> <input type="text"/>
<small>Address (opt)</small> <input type="text"/>	<small>City (opt)</small> <input type="text"/>	<small>State (opt)</small> Select	<small>Zip (opt)</small> <input type="text"/>

Click the **"Add"** button in the top right to finish. If you don't see an **"Add"** button but have a **"Validate"** button instead, this means NOT all required fields have been filled in. When the missing data is added, the button text will be updated to **"Add."**

To **edit or delete** the data, click on the **gear icon** to the right of the entry, then make your selection.

Career Planner Volunteering Experiences (1 records)

+ Add Record

Experience	Description	Date Star	Date Con	Or
Mowing Grass		May 2...	Present	

Row Actions & Options

Edit

Delete