

# **Build My Resume Part 3 Activities, Awards, Honors**

Log into Career Planner: <u>https://[yourdistrict].schooldata.net/v2/career-planner</u>.

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

Student Home     Student Home     MY PORTFOLIO       Learn About Myself     Learn About Myself     Overview       Research Careers     Research Careers     Overview       Reality Check     Reality Check     Build Resume       Find Programs     Find Programs     Preferences       Find Schools     Find Schools     Interests
Learn About Myself <ul> <li>Learn About Myself</li> <li>Research Careers</li> <li>Reality Check</li> <li>Find Programs</li> <li>Find Program</li></ul>
Research Careers     Research Careers       Reality Check     Reality Check       Find Programs     Find Programs       Find Schools     V
Reality Check     Reality Check     Print/Upload Resume       Find Programs     Find Programs     Preferences
Find Schools
Find Schools
Find Schools Interests
Build Resume Values
Upload/Download Resume Assemble My Portfolio External Self Assessments

Career Planner Activity Experiences (0 records)	$\rightarrow$	Add Record	
No data to display.			_

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

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**Exclude from Resume Print (True/False)** This is for when printing. For example, sometimes you may 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.



# **Activities Experience**

List special interests such as physical fitness, hobbies, sports, or leisure activities. Leave them off if they don't seem relevant to the job or make the resume too long (more than 1-2 pages).

Click "Add Record" to open a web form.

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

Required:

- Activity Name
- Activity Type (Club, Hobbies, Interests, Organization, Sport).

Optional: Not required but recommended.

- Activity Position
- Activity Award
- **Exclude from Resume Print (True/False).** 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.
- Comments

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.

#### **Honors Recognitions**

List any special recognitions, such as appointed officer, leader, or honorary group.

Click "Add Record" to open a web form.

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

Required:

- Name of the Academic Honor
- Award Date.

Optional: Not required but recommended.

- **Description** and the
- Exclude from Resume Print (True/False). 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.



• Organization's Information (name, description, contact, phone number, email, website, street, city, state, and zip code)

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.

#### **Awards Recognitions**

List any monetary awards you have received for a science fair project or a fair project.

Click "Add Record" to open a web form.

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

Required:

- Name of the Academic Award
- Award Amount (USD\$)
- Award Date

Optional: Not required but recommended.

- Description
- Exclude from Resume Print (True/False). Marking False will allow it to be printed in the final resume.
- Organization's Information (name, description, contact, phone number, email, website, street, city, state, and zip code)

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.

# **Scholarships Recognitions**

List any monetary awards you have received as a scholarship.

Click "Add Record" to open a web form.

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

Required:

• Name of the Scholarship Award



- Scholarship Amount (USD\$)
- Scholarship Date

Optional: Not required but recommended.

- Description
- Exclude from Resume Print (True/False). 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.
- Organization's Information (name, description, contact, phone number, email, website, street, city, state, and zip code)

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.

# **Other Recognitions**

Click "Add Record" to open a web form.

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

Required:

- Name of the Academic Recognition
- Type of Academic Recognition
- Recognition Date

Optional: Not required but recommended.

- Description
- 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.
- Organization's Information (name, description, contact, phone number, email, website, street, city, state, and zip code)

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."

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