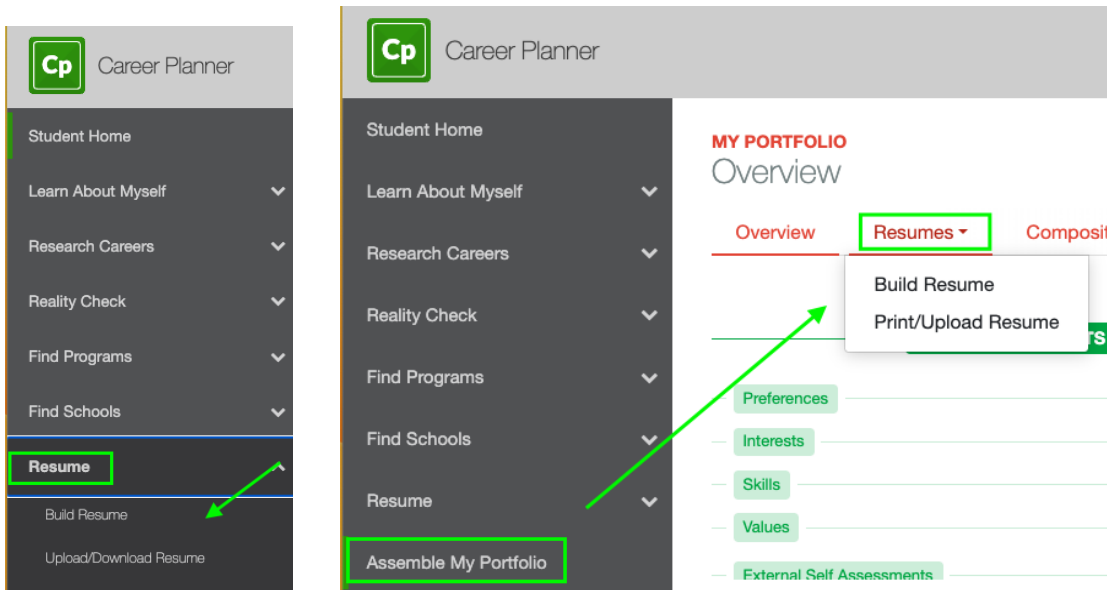


Build My Resume Part 3 Activities, Awards, Honors

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.



Click “Add Record” to open a web form.

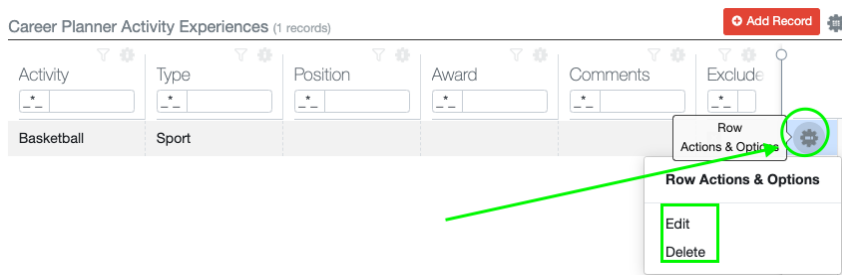
Career Planner Activity Experiences (0 records)





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.



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. Always start with the most recent first.

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**."

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