

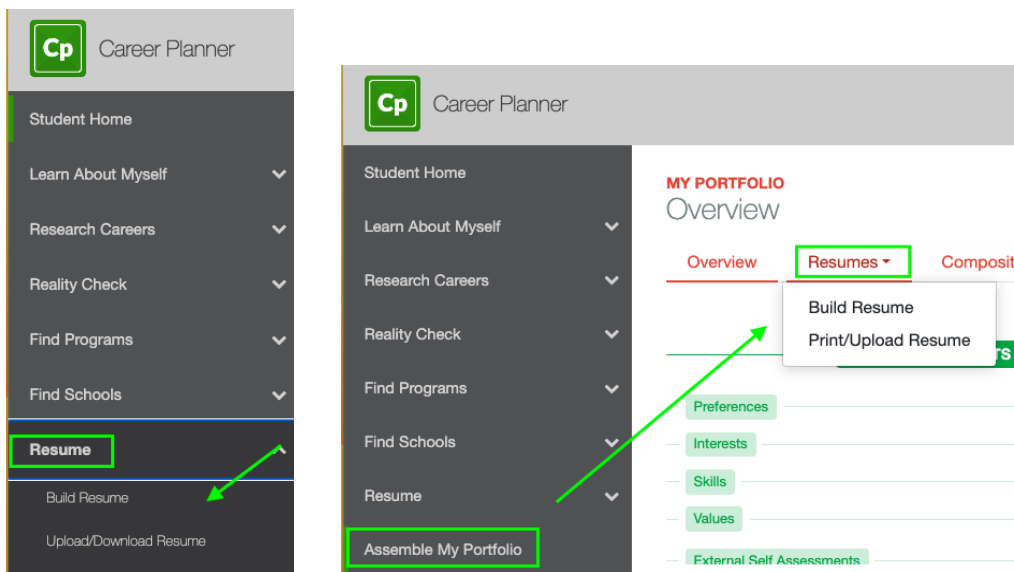
Build My Resume Part 1 Basics

There are two ways to complete the requirement to develop a resume.

- First, the **Resume Builder** guides you through creating a resume step by step.
- Or if you already have a Resume, you can upload it directly into the system.

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.



Build My Resume

Select **Build My Resume**. Open each category by clicking the caret (down arrow) to fill in your information.

MY PORTFOLIO
Build Resumes

Overview Resumes Compositions Goals Assignments/Worksheets

▼ Objective

☑ Skills and Qualifications

📄 Work Experience

Career Plan Work Experiences (0 records)

No data to display.

Add Record

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**.

Personal Details

This includes your name, address, telephone number (s), email address(s), and URL if you have a personal website.
NOTE: Though several areas are optional, you may be required to provide additional information for an employer.

- **Required - First Name, Last Name, Email Address**
- Optional - Middle Name, Address 1, Address 2, City, State, Zip Code, Personal Website, Home Phone, Cell Phone

First Name (required)	Middle Name (optional)	Last Name (required)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1 (optional)		Address Line 2 (optional)
<input type="text" value="No Address on file"/>		<input type="text"/>
City (optional)	State (optional)	Zip Code (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address (required)	Personal Website (optional)	
<input type="text"/>	<input type="text"/>	
Home Phone (optional)	Cell Phone (optional)	
<input type="text"/>	<input type="text"/>	

Objective

The objective states the job you are applying for or the area in which you are applying. Example: To obtain a position in sales with a viable opportunity for advancement. This area is optional.

Objective (optional)

Skills and Qualifications

State the unique skills and qualifications that might relate to your objective and what you will bring to the job. Again, this is where you want the employer to recognize the advantages of hiring you over another person.

Refer to the [Learn About Myself](#) surveys or use the [Resume and Skills Qualifications Worksheet](#) for more information.

If you don't have relevant experience, emphasize the skills and qualifications you have developed.

Skills (optional)

Qualifications (optional)

Work Experience / Volunteering - (see [Build My Portfolio: Resume Part 1, Work Volunteer](#))

Education Experience

Click “Add Record” to open a web form.

Career Planner Educational 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.

Add Educational Experience

Institution (required) <input type="text"/>	Program (optional) <input type="text"/>
Start Date (required) <input type="text"/>	End Date (Blank for Present) (optional) <input type="text"/>
Certificate or Degree Obtained (optional) <input type="text"/>	Exclude From Resume Print (opt) <input type="checkbox"/>

List your **Institution** (high school or college) and the **Start Date** (the year you began).

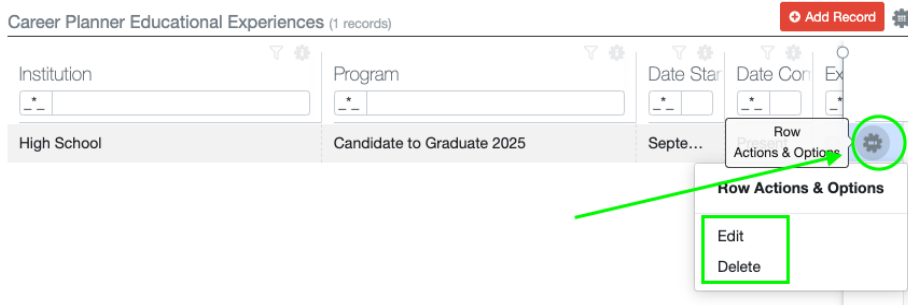
If you have yet to graduate, state **Program**: “Candidate to Graduate (Date Expecting to Graduate).”

If you have taken any **college** courses, list the **institution** (college) and the **start date** (the year you began). If you intend to complete a college degree, state **Program**: “Candidate for (Degree, Discipline).”

- **End Date** - Leave blank for present (optional)
- **Certificate or Degree Obtained** (optional)
- **Exclude from Resume Print (optional - True/False)** This is for printing. For example, 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.

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.



Activities, Awards, Honors - (see [Build My Resume \(Student Instructions Part 3 Activities, Awards, Honors\)](#))

References

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.

Add the **Name**, **Job Title/Company**, **Home/Cell Phone Number**, and **Email address** for each of your references. (address and website are optional). Ask any person you would like to use as a reference for permission.

NOTE: It is recommended to have three(3) references that draw from various sources (Work, Volunteer, Educational, Activities). This is also a great place to draw Letters of Recommendation from.

Add References

