

Build My Resume Part 4 Add, Review, Download, and Print

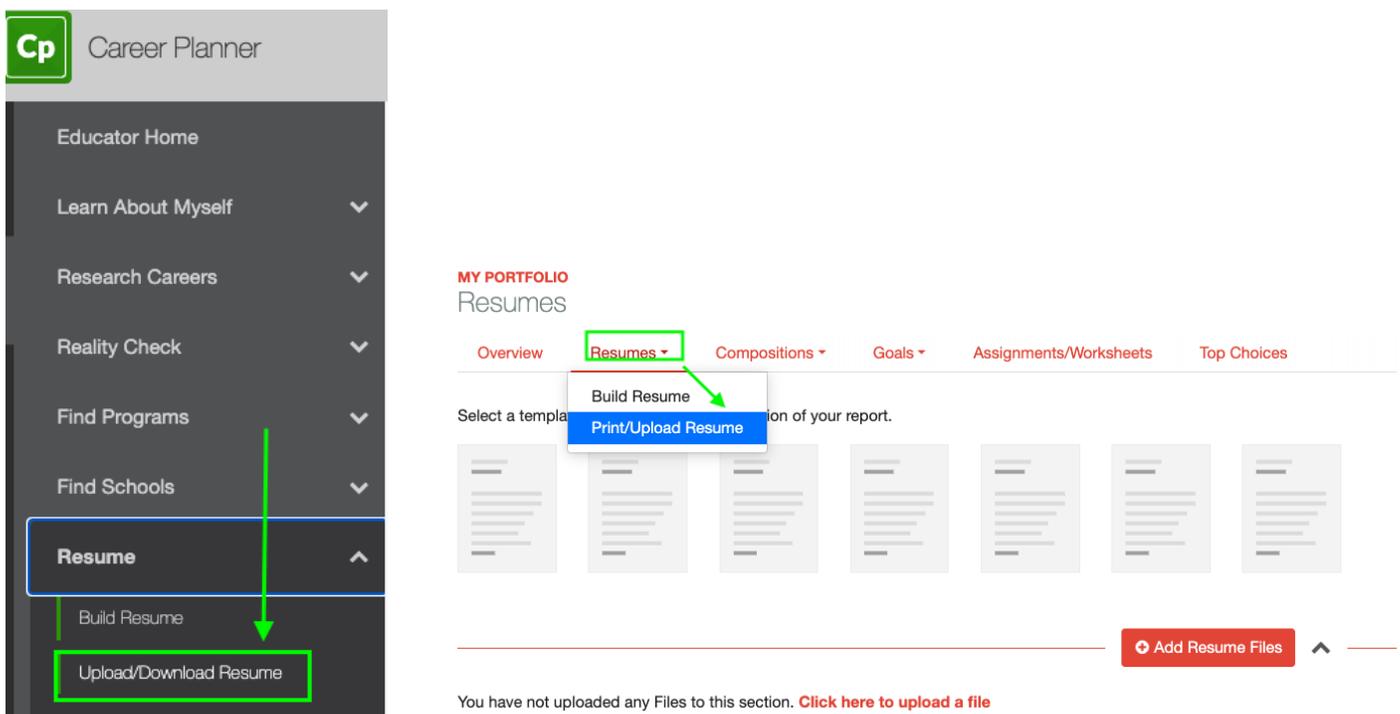
Log into Career Planner: [https://\[yourdistrict\].schooldata.net/v2/career-planner](https://[yourdistrict].schooldata.net/v2/career-planner).

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

Review, Download, and Print

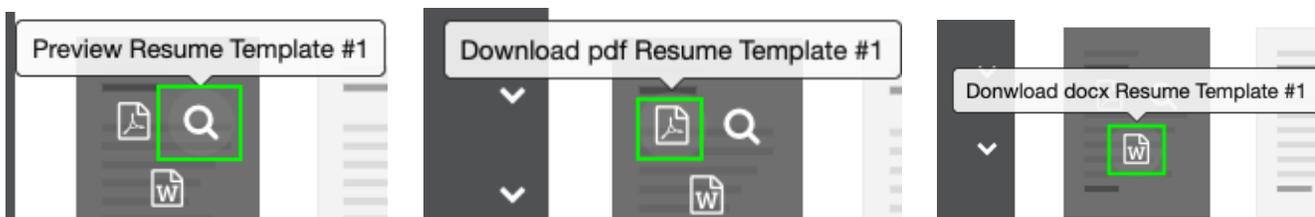
Now that you have created your resume let's review and download it.

Select **Upload/Download Resume** from the left navigation screen or return to the tabs at the top. Next, hover over **"Resumes"** and click **"Print Resume."**



The screenshot shows the Career Planner interface. On the left is a dark navigation menu with a 'Cp' logo and 'Career Planner' text. The 'Resume' option is highlighted with a blue box, and a green arrow points to the 'Upload/Download Resume' option below it. The main content area is titled 'MY PORTFOLIO Resumes' and has tabs for 'Overview', 'Resumes', 'Compositions', 'Goals', 'Assignments/Worksheets', and 'Top Choices'. The 'Resumes' tab is active, showing a dropdown menu with 'Build Resume' and 'Print/Upload Resume' options. Below the menu are several resume template thumbnails. At the bottom right, there is a red 'Add Resume Files' button and a message: 'You have not uploaded any Files to this section. Click here to upload a file'.

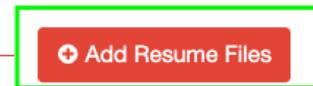
Next, hover over one of the resume templates to either **Preview**, **Download as a PDF**, or **Download as a Word Doc**.



Three screenshots show the interaction options for a resume template. The first shows a 'Preview Resume Template #1' tooltip with a magnifying glass icon. The second shows a 'Download pdf Resume Template #1' tooltip with a PDF icon. The third shows a 'Download docx Resume Template #1' tooltip with a Word document icon. Each tooltip is positioned over a corresponding icon on a resume template thumbnail.

Once you have found the best template and downloaded it as a PDF or a Word doc, you can **upload** it by clicking on the **Add Resume Files** >> **Click here to upload a file** link.

Select a template below to start the generation of your report.

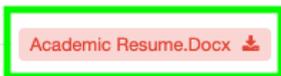


You have not uploaded any Files to this section. [Click here to upload a file](#)

You'll be prompted to select your file. After you've selected the file, you will see it appear under the **Add Resume Files**.

[Overview](#) [Resumes](#) [Compositions](#) [Goals](#) [Assignments/Worksheets](#)

Select a template below to start the generation of your report.



IMPORTANT: Ensure link sharing is turned on and “**anyone with the link can view**” is turned on.

See [Assemble My Portfolio Uploading Files](#) for more information.