

Assemble My Portfolio: Resume

Quick Links

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

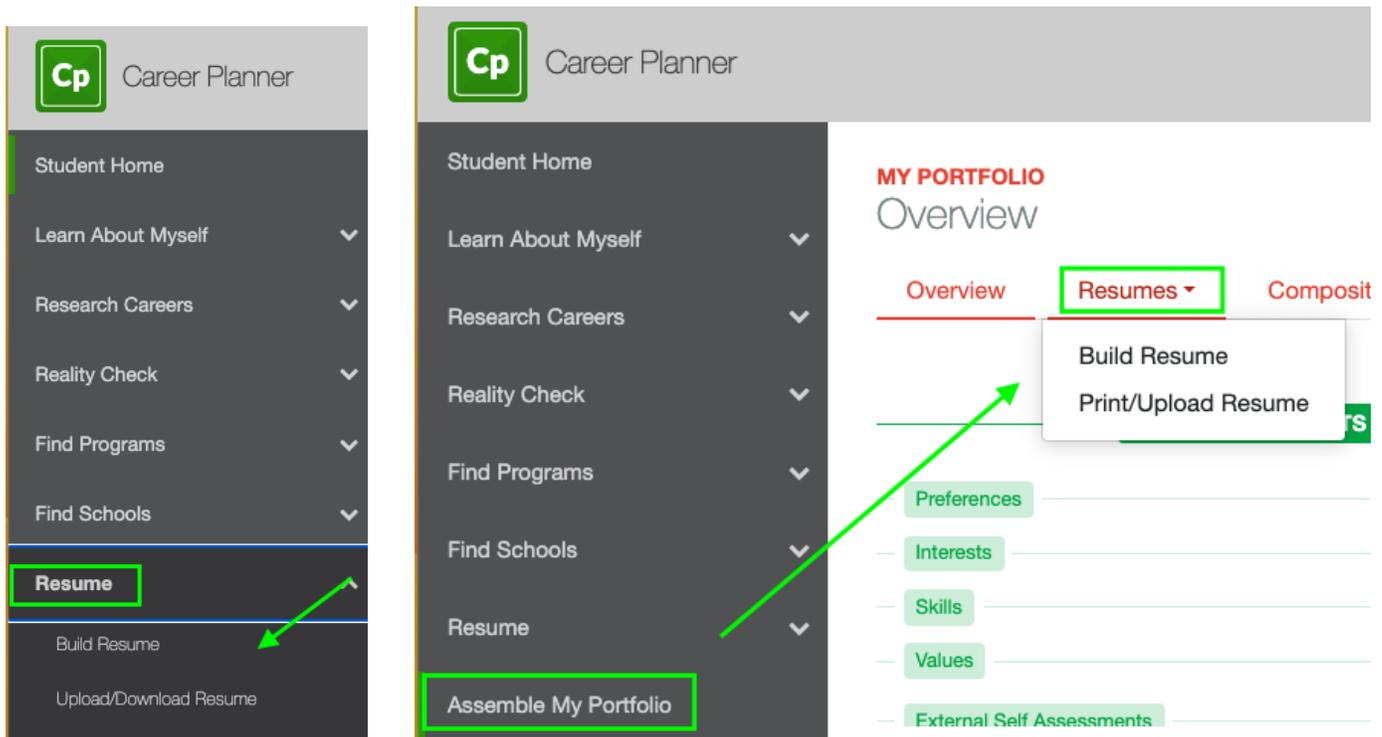
- First, the **Resume Builder** guides you through creating a resume step by step.
- Or if you already have a **Resume**, you can **upload** it directly into the system.

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

Career Planner may also be accessed from your **High School and Beyond Application**.

In the left-hand navigation, select **Resume**.

It can also be accessed from the **Assemble My Portfolio**>>**Resumes** Tab.



The image displays two screenshots of the Career Planner interface. The left screenshot shows the 'Career Planner' header and a left-hand navigation menu with the 'Resume' option highlighted. Below 'Resume' are sub-options: 'Build Resume' and 'Upload/Download Resume'. A green arrow points from 'Resume' to 'Build Resume'. The right screenshot shows the 'MY PORTFOLIO Overview' page with tabs for 'Overview', 'Resumes', and 'Composit'. The 'Resumes' tab is selected, and a dropdown menu is open showing 'Build Resume' and 'Print/Upload Resume'. A green arrow points from the 'Resume' menu item in the left screenshot to the 'Build Resume' option in the dropdown menu.

Build My Resume [\(back to Quick Links\)](#)

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) [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**.

No data to display.

Personal Details [\(back to Quick Links\)](#)

This includes your name, address, telephone number (s), email address(s), and URL if you have a personal website.

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

Objective [\(back to Quick Links\)](#)

The objective state 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.

Skills and Qualifications [\(back to Quick Links\)](#)

State the unique skills and qualifications that might relate to your objective and what you will bring to the job. If you don't have relevant experience, emphasize the skills and qualifications you have developed. 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.

To Add Records [\(back to Quick Links\)](#)

Click "Add Record" to open a web form.



^ Work Experience
 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](#).
[hide instructions](#)

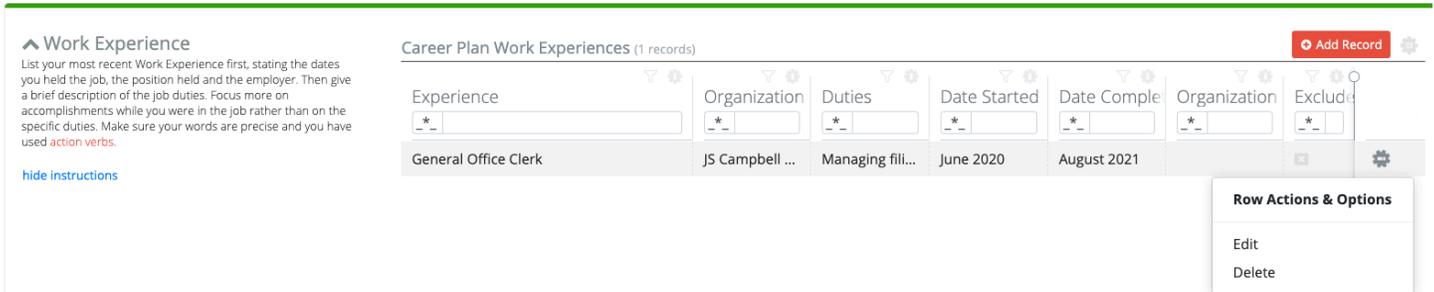
Career Plan Work Experiences (0 records)
 No data to display.

Add Record

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

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.



^ Work Experience
 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](#).
[hide instructions](#)

Career Plan Work Experiences (1 records)

Experience	Organization	Duties	Date Started	Date Complete	Organization	Exclude
General Office Clerk	JS Campbell ...	Managing fili...	June 2020	August 2021		

Row Actions & Options

Edit

Delete

Work Experience ([back to Quick Links](#))

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**

Optional:

- **End Date** (Leave blank for the 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.
- **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**

Education Experience [\(back to Quick Links\)](#)

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

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

Add Educational Experience

▼ Add ✕

Add Educational Experience

<p><small>Institution (required)</small></p> <input type="text" value="Aberdeen High School"/>	<p><small>Program (optional)</small></p> <input type="text" value="Candidate to Graduate 2025"/>
<p><small>Start Date (required)</small></p> <input type="text" value="September 2020"/>	<p><small>End Date (Blank for Present) (optional)</small></p> <input type="text"/>
<p><small>Certificate or Degree Obtained (optional)</small></p> <input type="text"/>	<p><small>Exclude From Resume Print (opt)</small></p> <input type="text"/>

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).”

Add Educational Experience

▼ Add ✕

Add Educational Experience

<p><small>Institution (required)</small></p> <input type="text" value="Grays Harbor Community College"/>	<p><small>Program (optional)</small></p> <input type="text" value="Candidate for AA"/>
<p><small>Start Date (required)</small></p> <input type="text" value="September 2023"/>	<p><small>End Date (Blank for Present) (optional)</small></p> <input type="text"/>
<p><small>Certificate or Degree Obtained (optional)</small></p> <input type="text"/>	<p><small>Exclude From Resume Print (opt)</small></p> <input type="text"/>

- **End Date** - Leave blank for present (optional)
- **Certificate or Degree Obtained** (optional)
- **Exclude from Resume Print** (optional - 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.

Volunteering Experience [\(back to Quick Links\)](#)

Required:

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

Optional:

- **End Date** (Leave blank if present)
- **Exclude from Resume Print** (optional - 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)

Activities Experience [\(back to Quick Links\)](#)

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).

Required:

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

Optional: Not required but recommended.

- **Activity Position**
- **Activity Award**
- **Exclude from Resume Print** (optional - 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.
- **Comments**

Honors Recognitions [\(back to Quick Links\)](#)

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

Required:

- **Name of the Academic Honor**
- **Award Date.**

Optional:

- **Description and the**

-
- **Exclude from Resume Print** (optional - 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)

Awards Recognitions [\(back to Quick Links\)](#)

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

Required:

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

Optional:

- **Description**
- **Exclude from Resume Print** (optional - 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)

Scholarships Recognitions [\(back to Quick Links\)](#)

List any monetary awards you have received as a scholarship.

Required:

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

Optional:

- **Description**
- **Exclude from Resume Print** (optional - 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)

Other Recognitions [\(back to Quick Links\)](#)

Required:

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

Optional:

- **Description**
- **Exclude from Resume Print** (optional - 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)

References [\(back to Quick Links\)](#)

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) and draw from different sources (Work, Volunteer, Educational, Activities).

Review, Download, and Print [\(back to Quick Links\)](#)

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."**

Cp Career Planner

- Educator Home
- Learn About Myself
- Research Careers
- Reality Check
- Find Programs
- Find Schools
- Resume**
- Build Resume
- Upload/Download Resume

MY PORTFOLIO
Resumes

Overview **Resumes** Compositions Goals Assignments/Worksheets Top Choices

Select a template to start the generation of your report.

Build Resume
Print/Upload Resume

Add Resume Files

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**.

Preview Resume Template #1

Download pdf Resume Template #1

Download docx Resume Template #1

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.

Add Resume Files

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.



⊕ Add Resume Files ^

Academic Resume.Docx 📄

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.