

Build My Resume V2

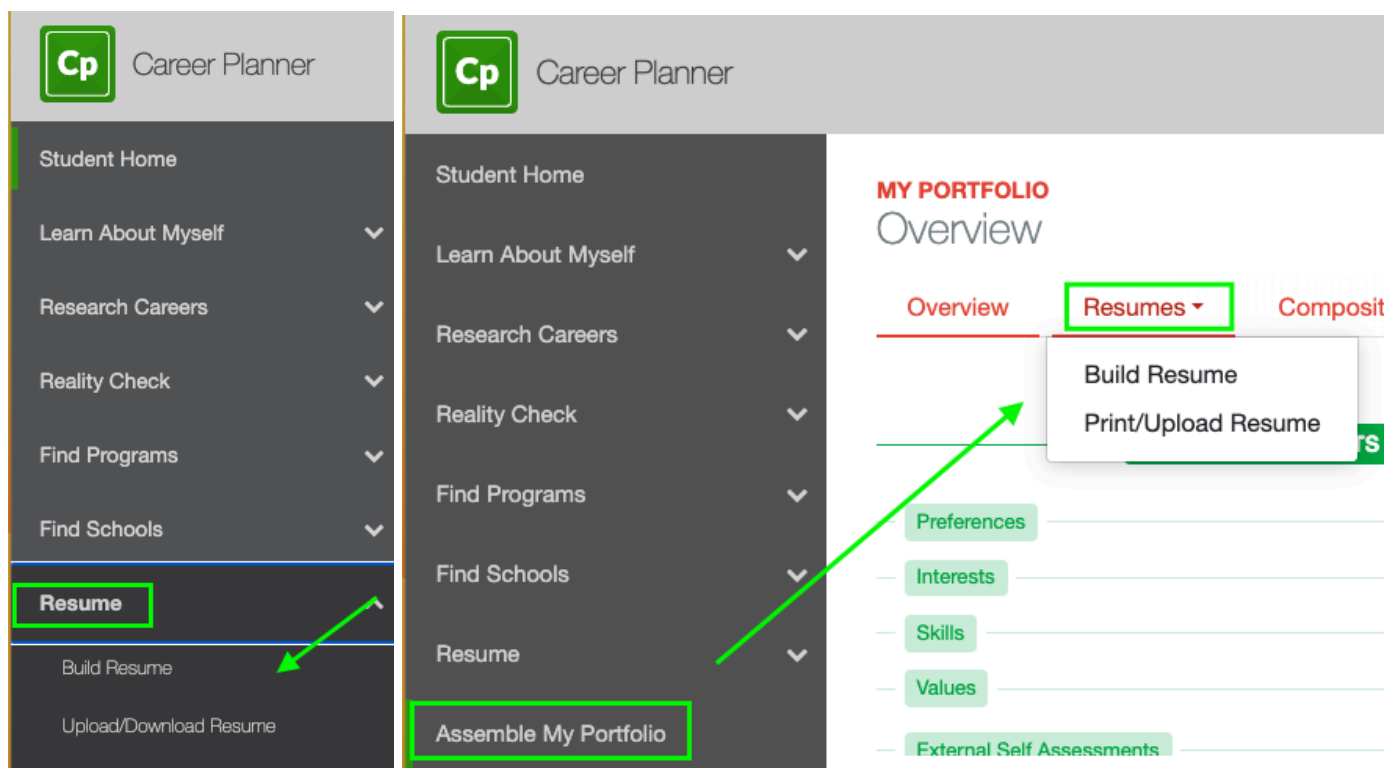
Quick Links

To Add Records	Volunteering Experience	Awards Recognitions	References
Work Experience	Activities Experience	Scholarships and Recognitions	Review, Download, and Print
Education Experience	Honors Recognitions	Other Recognitions	

There are two ways to fulfill the requirements for developing 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.

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



The screenshot displays the Career Planner interface. On the left, the navigation menu is visible with the 'Resume' option highlighted. On the right, the 'MY PORTFOLIO' section is shown, with the 'Resumes' tab selected. A dropdown menu is open, showing 'Build Resume' and 'Print/Upload Resume' options. A green arrow points from the 'Resume' option in the navigation menu to the 'Build Resume' option in the dropdown menu.

2. Select **Build My Resume**.

3. Open each category by clicking the **arrow** to fill in your information.

MY PORTFOLIO
Build Resumes

Overview **Resumes** Compositions Goals Assignments/Worksheets

▼ Objective

☑ Skills and Qualifications

☑ 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**.

Career Plan Work Experiences (0 records)

No data to display.

[Add Record](#)

Personal Details

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)**

Address Line 1 **(optional)** Address Line 2 **(optional)**

City **(optional)** State **(optional)** Zip Code **(optional)**

Email Address **(required)** Personal Website **(optional)**

Home Phone **(optional)** Cell Phone **(optional)**

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

Helpful Resources: [Learn About Myself - Assessments \(Student\) V2](#), [Resume Skills and Qualifications Worksheet](#)

Skills (optional)

Qualifications (optional)

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

1. Click "Add Record" to open a web form.

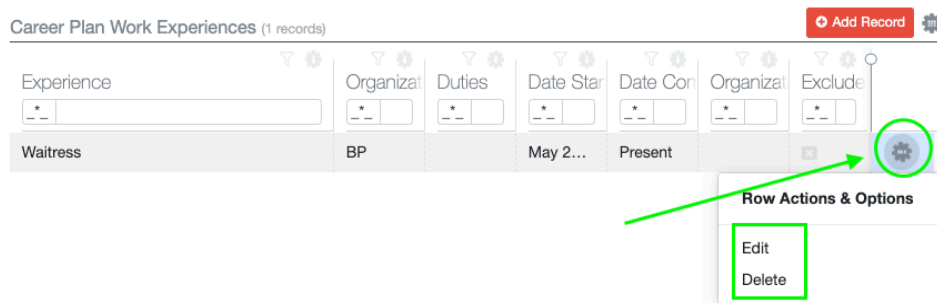


Work Experience
List your most recent Work Experience first, stating the dates you held the job, the position held and the location. Then add.

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

[Add Record](#)

2. Fill in the required information. **Always start with the most recent first.**
3. Click the "Add" button in the top right to finish. If you don't see an "Add" button but have a "Validate" button instead, all required fields have not been filled in. When the missing data is added, the button will update to "Add."
4. To **edit or delete** the record, click on the **Row Action & Options gear** to the right of the entry.



Career Plan Work Experiences (1 records)

[Add Record](#)

Experience	Organizational	Duties	Date Start	Date Completed	Organizational	Exclude
Waitress	BP		May 2...	Present		

Row Actions & Options

- Edit
- Delete

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

Required:

- **Position:** The function you served in the company. (e.g., Cashier, Yard Maintenance, Dishwasher).
- **Organization Name:** The company name. (e.g., Boeing, McDonald's, Self-Employed).
- **Experience Type:** Select from the drop-down menu (Paid, Job Shadow, Internship, Work-based Learning).
- **Start Date**

Optional:

- **End Date:** (Leave blank for the present).
- **Exclude from Resume Print (True/False):** This is for when printing. (e.g., you may sometimes wish to exclude information on particular resumes but use it 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**
- **Description**
- **Organization's Information:** (supervisor contact name, description, contact, phone number, email, website, street, city, state, and zip code)
- **Comments**

Add Record

Validate



Add Work Experience

Position (required)

Organization Name (required)

Experience Type (req)

Select

Start Date (req)

End Date (Blank for Present) (opt)

Exclude From Resume Print (opt)

Optional Items

Duties (optional)

Hours Per Week (opt)

Wages (opt)

Organization Description (optional)

Supervisor Contact (opt)

Organization Phone Number (opt)

Organization Email (opt)

Organization Website URL (opt)

Organization City (optional)

Organization State (opt)

Select

Organization Zip Code (opt)

Comments (optional)

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

- List the **Institution (high school)** and the **Start Date** (the year you began).
- If you have yet to graduate, please state: "**Candidate to Graduate** (Date)."
- 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 option is for printing purposes. (e.g., you may sometimes wish to exclude information on particular resumes but use it 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.

Add Educational Experience ✓ Add ✕

Add Educational Experience

Institution (required)
Aberdeen High School

Start Date (required)
September 2020

Certificate or Degree Obtained (optional)

Program (optional)
Candidate to Graduate 2025

End Date (Blank for Present) (optional)

Exclude From Resume Print (opt)

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. (e.g., you may sometimes wish to exclude information on particular resumes but use it 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)

Add Record

✓ Validate ✕

Volunteer Experience

Volunteer Activity Title (req)

Start Date (req)

End Date (Blank for Present) (opt)

Exclude From Resume Print (opt)

Description (optional)

Hours Per Week (opt)

Total Volunteer Hours (opt)

Comments (opt)

Volunteer Experience Type (req) [Select](#)

Organization

Name (optional)

Description (optional)

Contact (opt)

Phone Number (opt)

Email (opt)

Website (opt)

Address (opt)

City (opt)

State (opt) [Select](#)

Zip (opt)

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:

- **Activity Position**
- **Activity Award**
- **Exclude from Resume Print** (optional True/False): This is for when printing. (e.g., you may sometimes wish to exclude information on particular resumes but use it 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 being appointed an officer, leader, or honorary group member.

Required:

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

Optional:

- **Description**
- **Exclude from Resume Print** (optional True/False): This is for when printing. (e.g., you may sometimes wish to exclude information on particular resumes but use it 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 and 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. (e.g., you may sometimes wish to exclude information on particular resumes but use it 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 and 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. (e.g., you may sometimes wish to exclude information on particular resumes but use it 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. (e.g., you may sometimes wish to exclude information on particular resumes but use it 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)

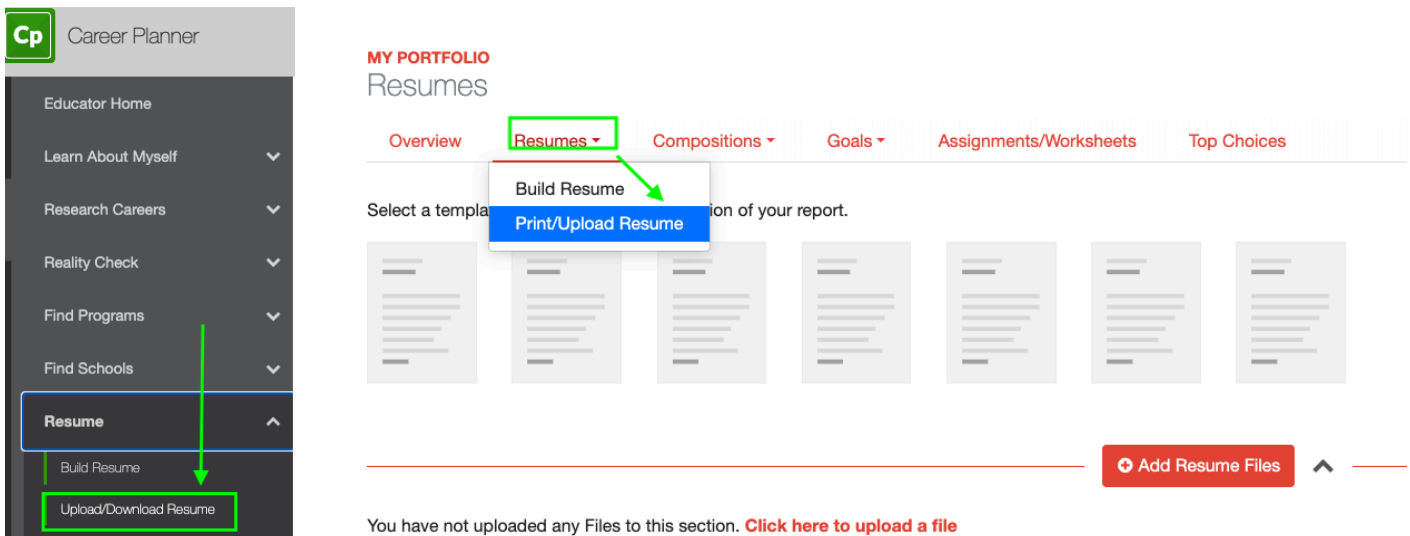
References [\(back to Quick Links\)](#)

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

1. Select **Upload/Download Resume** from the left navigation screen or return to the tabs at the top.
2. 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 view or download of your report.

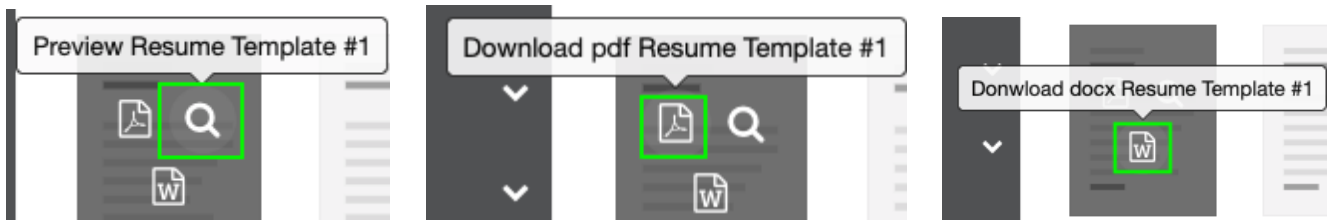
Build Resume

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**.



- 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 that link sharing is enabled and “**anyone with the link can view**” is selected.

Helpful Resources:

- [Assemble My Portfolio V2s](#)
- [Cover Letter / College Entrance Essay / Personal Statement Tips](#)