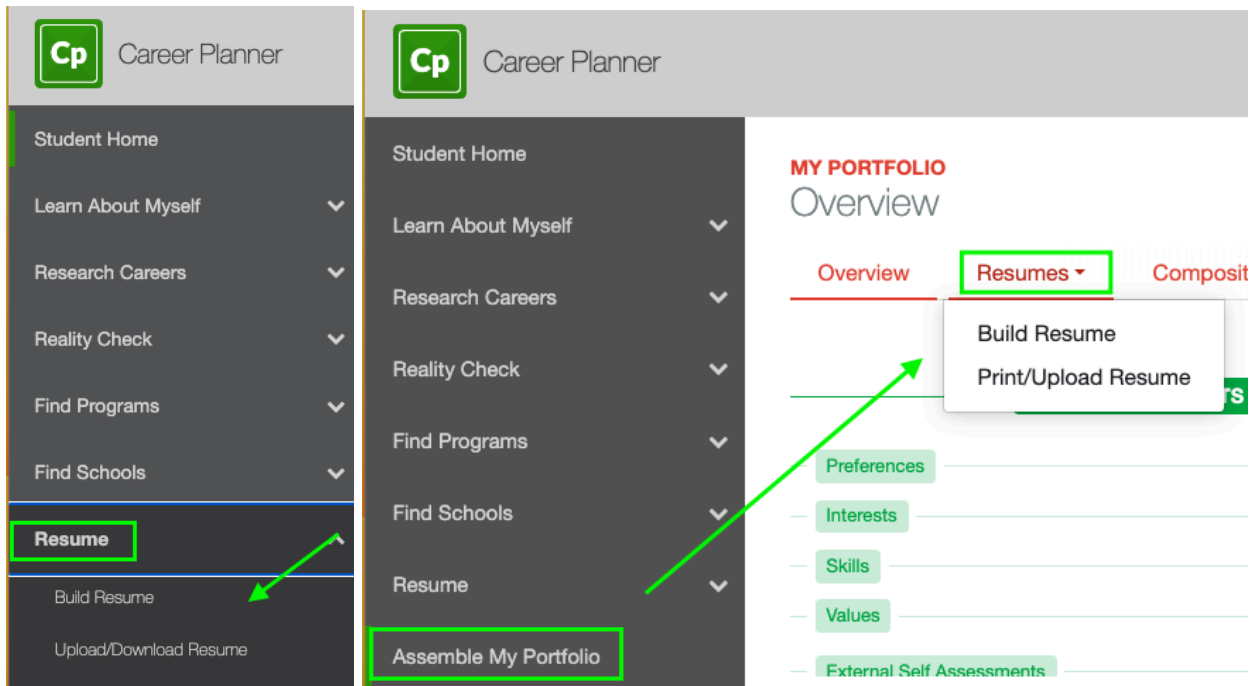


## Build My Resume V2

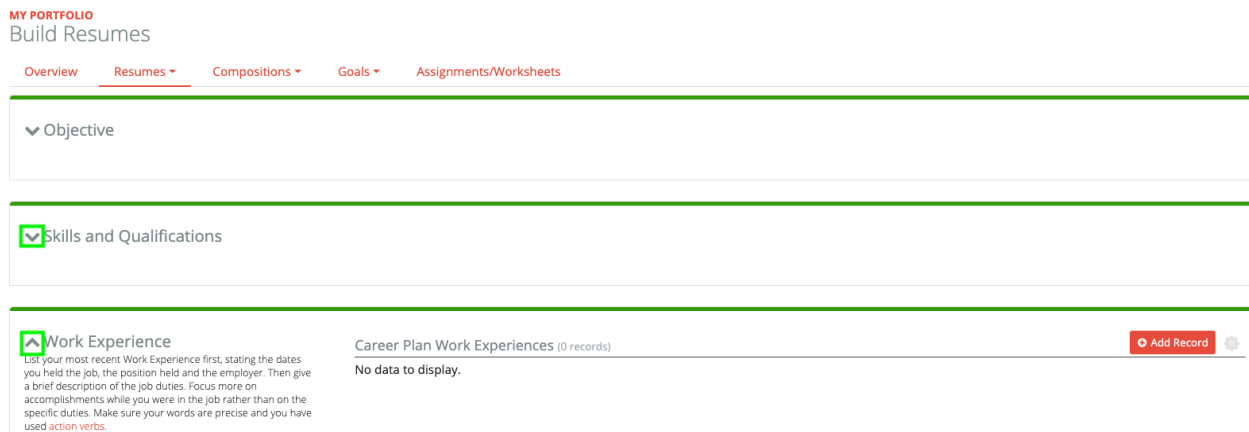
There are two ways to fulfill the requirements for developing a resume.

- 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 shows two views of the Career Planner interface. On the left, a navigation menu is shown with 'Resume' highlighted in a green box. Below it, 'Build Resume' and 'Upload/Download Resume' are also visible. On the right, the 'MY PORTFOLIO Overview' page is shown. The 'Resumes' tab is highlighted in a green box, and a dropdown menu is open, showing 'Build Resume' and 'Print/Upload Resume' options. A green arrow points from the 'Build Resume' option in the dropdown to the 'Build Resume' option in the navigation menu. Another green arrow points from the 'Assemble My Portfolio' option in the navigation menu to the 'Resumes' dropdown menu.

2. Select **Build My Resume**.
3. Open each category by clicking the **arrow** to fill in your information.



The screenshot shows the 'MY PORTFOLIO Build Resumes' page. The navigation tabs are 'Overview', 'Resumes', 'Compositions', 'Goals', and 'Assignments/Worksheets'. The 'Resumes' tab is active. Below the tabs, there are sections for 'Objective', 'Skills and Qualifications', and 'Work Experience'. The 'Work Experience' section is expanded, showing a table with the following information:

Work Experience	Career Plan Work Experiences (0 records)
<p><b>Work Experience</b></p> <p>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 <b>action verbs</b>.</p>	<p>No data to display.</p> <p><a href="#">Add Record</a></p>

## 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 <small>(required)</small>	Middle Name <small>(optional)</small>	Last Name <small>(required)</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1 <small>(optional)</small>	Address Line 2 <small>(optional)</small>	
<input type="text" value="No Address on file"/>	<input type="text"/>	
City <small>(optional)</small>	State <small>(optional)</small>	Zip Code <small>(optional)</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address <small>(required)</small>	Personal Website <small>(optional)</small>	
<input type="text"/>	<input type="text"/>	
Home Phone <small>(optional)</small>	Cell Phone <small>(optional)</small>	
<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 relate to your objective and what you will bring to the job. If you lack relevant experience, highlight the skills and qualifications you have developed instead.

**Helpful Resources:**

- <https://support.schooldata.net/hc/en-us/articles/16700561818131>
- <https://support.schooldata.net/hc/en-us/articles/16858706392851>

Skills (optional)

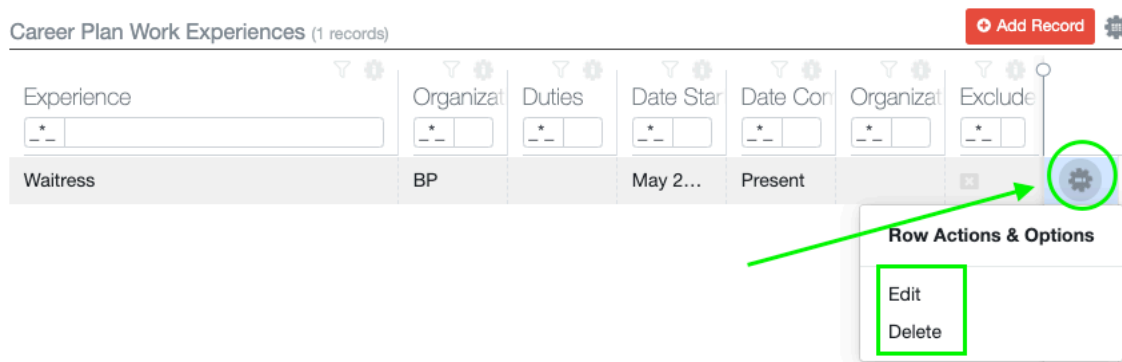
Qualifications (optional)

## To Add Records

1. Click “Add Record” to open a web form.



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.



## Work Experience

### 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. Highlight the skills most 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

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

## Volunteering Experience

### 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 <small>(req)</small> <input type="text"/>	Start Date <small>(req)</small> <input type="text"/>	End Date (Blank for Present) <small>(opt)</small> <input type="text"/>	Exclude From Resume Print <small>(opt)</small> <input type="text"/>
Description <small>(optional)</small> <input style="height: 40px;" type="text"/>		Hours Per Week <small>(opt)</small> <input type="text"/>	Total Volunteer Hours <small>(opt)</small> <input type="text"/>
Comments <small>(opt)</small> <input type="text"/>		Volunteer Experience Type <small>(req)</small> <span style="color: blue;">Select</span>	

**Organization**

Name <small>(optional)</small> <input type="text"/>		Description <small>(optional)</small> <input type="text"/>	
Contact <small>(opt)</small> <input type="text"/>	Phone Number <small>(opt)</small> <input type="text"/>	Email <small>(opt)</small> <input type="text"/>	Website <small>(opt)</small> <input type="text"/>
Address <small>(opt)</small> <input type="text"/>	City <small>(opt)</small> <input type="text"/>	State <small>(opt)</small> <span style="color: blue;">Select</span>	Zip <small>(opt)</small> <input type="text"/>

## 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).

### Required:

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

### Optional:

- **Activity Position**
- **Activity Award**
- **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.
- **Comments**

## Honors Recognitions

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

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 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.
- **Organization's Information** (name, description, contact, phone number, email, website, street, city, state, and zip code)

## Scholarships and Recognitions

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 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.
- **Organization's Information** (name, description, contact, phone number, email, website, street, city, state, and zip code)

## Other Recognitions

### 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)

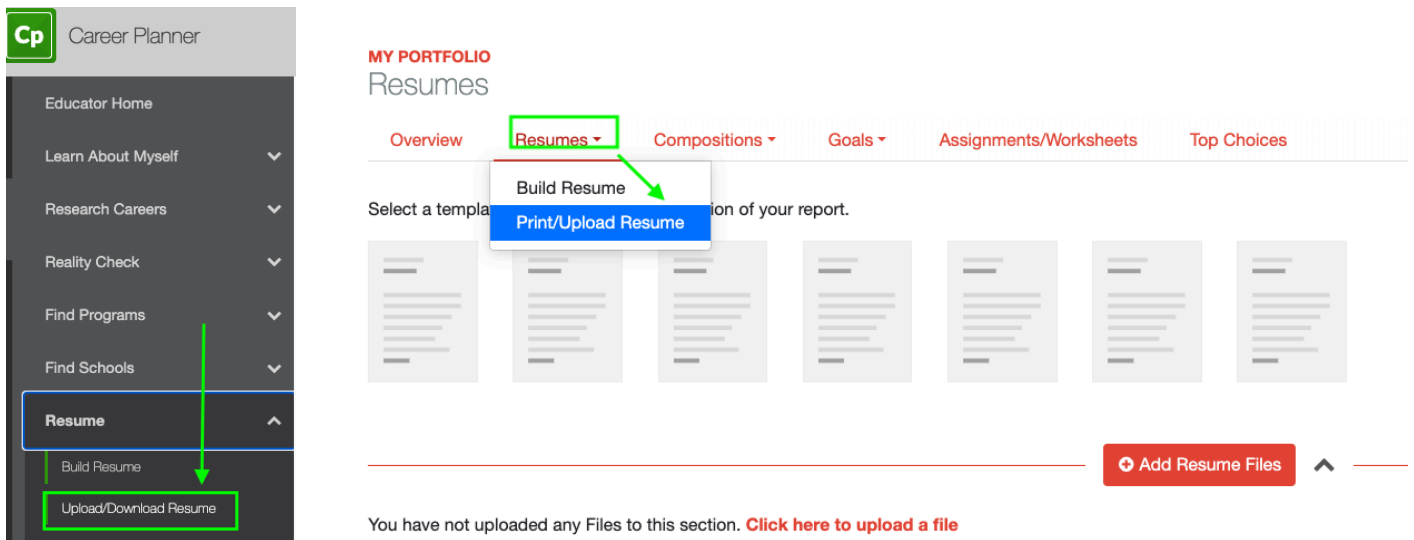
## References

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).

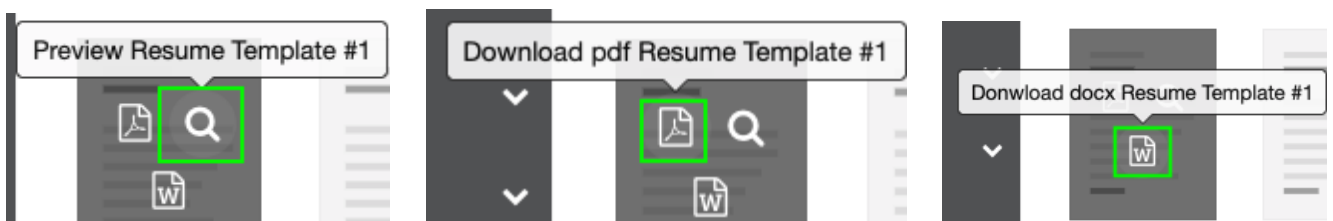
## Review, Download, and Print

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.**”



The screenshot shows the Career Planner interface. On the left is a dark navigation menu with a 'Resume' section highlighted in blue. A green box highlights the 'Upload/Download Resume' option within this section. A green arrow points from this option to the 'Resumes' tab in the main content area. The main content area is titled 'MY PORTFOLIO Resumes' and features a horizontal navigation bar with tabs: Overview, Resumes (highlighted with a green box), Compositions, Goals, Assignments/Worksheets, and Top Choices. A dropdown menu is open under the 'Resumes' tab, showing 'Build Resume' and 'Print/Upload Resume' (highlighted with a blue box). Below the navigation bar, there is a row of seven resume template thumbnails. At the bottom right of the main content area, there is a red button labeled 'Add Resume Files' and a message: 'You have not uploaded any Files to this section. [Click here to upload a file](#)'.

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



Three screenshots illustrate the hover actions over a resume template. The first screenshot shows a tooltip 'Preview Resume Template #1' with a magnifying glass icon highlighted by a green box. The second screenshot shows a tooltip 'Download pdf Resume Template #1' with a PDF icon highlighted by a green box. The third screenshot shows a tooltip 'Download docx Resume Template #1' with a Word document icon highlighted by a green box.

4. 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](#)


5. 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:

- <https://support.schooldata.net/hc/en-us/articles/360023636313>
- <https://support.schooldata.net/hc/en-us/articles/16871597769491>