PA 10: USING THE RESUME BUILDER

You can use the information you have entered in your portfolio to create a great resume, using Career Cruising's Resume Builder.

Log into Career Cruising using your personal portfolio username and password. (Or you can log in using your site username and password, and click on the Portfolio button in the top menu bar.)

Click on the blue Resume Builder button in the menu on the left side of the page. Edit the information on your resume by clicking on the buttons on the left side of the page.

Step 1: Personal Profile

If you have not already filled out your personal information, such as address and phone number, enter it now. Potential employers need this information in order to contact you.

Step 2: Career Objective

This is a short statement indicating what type of work you are looking for (full-time or part-time); the particular kind of position you want (cashier, lifeguard, etc.); and what you hope to achieve.

Step 3: Education

Enter your education information. Use the Description field to list any specific details you might want potential employers to know.

Step 4: Work Experiences

If you entered your Work Experiences in your portfolio, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Work Experiences section of your portfolio, click Add Work Experience.

Work experience does not have to be paid. You can also include unpaid work, such as internships or co-op placements.

i) Enter your position title, employer, city, state, and dates of employment.

ii) In the Description field, enter your regular duties, special projects you were involved with, and accomplishments you achieved throughout the course of your work.

iii) Click the gray Save button.

iv) Add other relevant work experiences as you did before.

Step 5: Volunteer Experiences

If you entered your Volunteer Experiences in your portfolio, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Volunteer Experiences section of your portfolio, click Add Experience.

PA 10: USING THE RESUME BUILDER

i) Enter your position title, organization, city, state, and dates of involvement.

ii) In the Description field, enter your regular duties, special projects you were involved with, total number of volunteer hours, and accomplishments you achieved throughout the course of your work.

iii) Click the gray Save button.

iv) Add other relevant volunteer experience as you did before.

Step 6: Awards & Certificates

If you entered your Awards & Certificates in your portfolio, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Awards & Certificates section of your portfolio, click Add Awards/Certificates.

i) Enter the name of the award.

ii) Select the date you received the award.

iii) In the Description field, enter what the award is for, who it was awarded by (*e.g. school, community organization, government, etc.)*, and any other information you feel is important.

iv) Click on the gray Save button.

v) Add all awards and certificates you have received that you would like to include on your resume.

Step 7: Extracurricular Activities

If you entered your Extracurricular Activities in your portfolio, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Extracurricular Activities section of your portfolio:

i) Select an activity area from the dropdown menu.

ii) Select a specific activity from the dropdown menu. Enter the dates during which you were involved in the activity.

iii) In the Description field, record how you are involved and what skills you have gained from the activity. For example, if you are an avid collector, you may have great organizational skills.

If you participate in any activities that are not on the list, you can use the Enter Your Own link to add them to this section of your resume.

iv) Click on the gray Save button.

Career Cruising

PA 10: USING THE RESUME BUILDER

v) Continue to add activities you are involved in as you did before.

Step 8: Hobbies & Interests

If you entered your Hobbies & Interests in your portfolio, this section will already be filled out. You can add, delete, or edit your entries here.

i) Select an interest area from the dropdown menu.

ii) Check off the pastimes that you are involved in from the list. If you have hobbies or interests that are not on the list, you can use the Enter Your Own spaces provided at the bottom of the list to add them to this section of your resume.

iii) For each pastime, add your thoughts in the Comments box.

iv) Click the gray Save button.

v) You can select other interests by choosing the area from the dropdown menu and repeating the previous steps.

Step 9: Skills and Abilities

If you entered your Skills and Abilities in your portfolio, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Skills and Abilities section of your portfolio,

i) Select a skill area from the dropdown menu.

ii) Check off the skills or abilities you possess from the list. If you have skills or abilities that are not on the list, you can use the Enter Your Own spaces provided at the bottom of the list to add them to this section of your resume.

iii) For each skill or ability, add your thoughts in the Comments box.

iv) Click the gray Save button.

v) You can select other skills by choosing the area from the dropdown menu and repeating the previous steps.

Step 10: References

References are people that potential employers can contact to learn more about you and verify information on your resume. References are usually current or former employers, teachers, or people who have overseen extracurricular activities *(e.g. coaches, supervisors, etc.)*.

Typically, you should have two or three references. Be sure to ask people before you list them as references and inform them of all the important details of the job you are applying for (*e.g. qualifications, job duties, etc.)*.

PA 10: USING THE RESUME BUILDER

Step 11: Additional Information

If there is any additional information you would like potential employers to know, you can enter it here.

Step 12: Formatting and Viewing Your Resume

Click on the blue Format & View button.

i) Select a format for your resume. There are three styles to choose from. To see a sample, click on the Example link below each style.

ii) Select which sections you would like to include in your resume. Some information may not be relevant to particular employers.

iii) Click on the Set Order link and drag and drop the sections in the order you want them to appear on your resume.

iv) Preview your resume.

Step 13: Printing and Exporting

Click on the blue Print/Export button.

You can print your resume using the Print feature in your browser.

You can also export your resume in various file formats. Select the format you want, and click the gray Export button.

You can also print or export a sheet listing your references, in the same style as your resume.

Note: To return to the Portfolio Homepage at any time, click on the blue Portfolio Homepage button. Remember to save the information you enter for each section of your resume before returning to the Portfolio Homepage.

Some things to consider when writing a resume:

Your resume is your introduction to potential employers. It is a summary of your qualifications, outlining your skills, abilities, and experience. The goal of a resume is to tell an employer why he or she should hire you.

Be honest – Don't list skills or experience you don't have.

Be brief – Employers are looking for a summary of your qualifications, not a biography.

Be relevant – Limit your resume to what might be of interest to potential employers.

Proofread – Make sure your resume has no spelling or grammatical mistakes.