Career Cruising

SDMYLIFE PORTFOLIO ACTIVITIES

SOUTH DAKOTA

Career Cruising

Table of Contents

Introduction

The purpose of these activities is to introduce students to the many features of Career Cruising's SDMyLife Portfolio tool. If you are not familiar with the SDMyLife Portfolio tool, you can use these activities as a walkthrough of its functions and features.

There are nine activities that take students through the sections of their portfolio:

1. Getting Started With SDMyLife Portfolio introduces students to the concept of a career portfolio and teaches them to log in to SDMyLife Portfolio.

2. Career Matchmaker shows students how to complete the Matchmaker assessment and access their results in their portfolio.

3. Careers That Interest Me allows students to save careers that they are considering to their portfolio and record their thoughts about these careers.

4. Schools That Interest Me helps students find schools that offer the education and training they need to pursue their career goals and save those schools to their portfolio.

5. Scholarships & Financial Aid helps students find and save information about scholarships and other financial aid programs for which they qualify.

6. Career Preparation & Planning shows students how to record and organize their career planning activities.

7. Personal Learning Plan helps students create a personalized high school education plan based on their career interests.

8. Activities & Experiences helps students document their extracurricular activities, skills and abilities, the awards and certificates they have received, and their work and volunteer experience.

9. Using The Resume Builder takes students through the process of using their portfolio to create a professional resume.

Note: Most of the sections in the SDMyLife Portfolio and Resume Builder tools can be enabled and disabled using the School Administration System (SAS), so it is possible that some users may not have access to all of these features. Before you begin, please consult with your site administrator to make sure the sections covered in these activities are enabled at your school.

SDMyLife Portfolio Activity 1: Getting Started With SDMyLife Portfolio

WHAT IS SDMYLIFE PORTFOLIO?

Think of SDMyLife Portfolio as your own online filing cabinet. In it, you can keep all the information you need to plan and fulfill your education and career goals.

WHAT CAN YOU DO WITH SDMYLIFE PORTFOLIO?

You can:

- Save your assessment results

- Keep notes on the careers and schools that interest you

- Develop an education plan based on your career interests

- Track your career preparation and planning activities

- Record your career and life goals

- List your extracurricular activities, skills and abilities, and awards

- Document your work and volunteer experiences

- Store related documents, such as scanned artwork, letters of reference, essays, and presentations

- Share SDMyLife Portfolio with college admissions staff, organizations offering scholarships, and potential employers

- Create a personalized, professional-looking resume

GETTING STARTED WITH SDMYLIFE PORTFOLIO
You can access your SDMyLife Portfolio from school, home, or anywhere you have access to the Internet.

STEP 1: LOG IN TO SDMYLIFE PORTFOLIO

Go to **www.SDMyLife.com** and click on **Go** inside the Student Login box. Enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

STEP 2: ENTER YOUR EMAIL ADDRESS

When you log in to SDMyLife Portfolio for the first time, you should enter an email address in the box that appears. Entering your email will allow you to retrieve your SDMyLife Portfolio password in case you forget it.

MyLife **Career Cruising**

SDMyLife Portfolio Activity 2: Career Matchmaker

Your Career Matchmaker results are automatically saved to your SDMyLife Portfolio, and can be accessed at any time from the SDMyLife Portfolio homepage. You can also select a Best Match results set.

Go to **www.SDMyLife.com** and click on **Go** inside the Student Login box. Enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

PART 1: COMPLETING CAREER MATCHMAKER

Step 1. Click on the **Assessments** link in the top menu bar.

Step 2. Choose **Start Matchmaker**. Read the instructions on the Introduction page, then enter a name for your session. Click **Start Now** to begin answering questions.

Step 3. Answer the first 39 questions. (Do your best! The more thought you put into these answers, the better your results will be. If you need more information about a question, read the **More Info** section beside the question.)

Step 4. You will see that Matchmaker has suggested careers that match your answers to the interest questions. We strongly recommend that you go through the second round of questions to further narrow down your results. Click on the **Answer More Questions** button in the **Improve My Results** section on the left side of the page.

Answer as many questions as possible, then click the **View My Career Suggestions** button. Career Matchmaker will update your list of career suggestions.

PART 2: YOUR CAREER MATCHMAKER RESULTS

On the Matchmaker results page you can:

Learn why a career was suggested for you:
Click on the name of a career on the list to see how your interests compare to the activities involved in this career.

Learn more about the careers on your suggestion list:
Click on the name of a career on the list and use the blue links on the left side of the occupation profile page to learn about the work tasks, working conditions, typical earnings, required education or training, and other information related to the career.

View recommended clusters:
Select a suggested career cluster under the **Career Cluster Recommendations** heading to see which careers from your suggestion list are included in that cluster.

MyLife Career Cruising

SDMyLife Portfolio Activity 2: Career Matchmaker

Improve Results:
If you haven't already, click on the **Answer More Questions** button to answer additional Career Matchmaker questions. You can also click on the **Review My Answers** button to view a list of your responses to all the questions you have been asked so far, make changes to your responses, and update your suggested careers list based on the new responses.

Select the level of education you plan to complete:
Check the appropriate boxes in the **Level Of Education** section if you would like to limit your suggestions to occupations requiring a certain type of education. For example, if you have a high school education and are interested in 2-year college or vocational training rather than 4-year colleges, select High School and 2-year College or Technical Training, then click **Update My Results**.

See how careers that did not appear on your list compare to your interests:
Click on the **Find Other Careers** button under the **Other Careers** heading and search for a career that did not appear on your suggestion list. Click on the career name to find out how your interests compare to activities involved in that career.

Complete the My Skills assessment:
Click on the **Start My Skills** button and rate your skill level in 45 skill areas. You will then see a skills score beside the name of each suggested occupation. *(Please note that your skill results do not affect the order of the careers that appear on your list.)*

MyLife Career Cruising

SDMyLife Portfolio Activity 3: Careers That Interest Me

In SDMyLife Portfolio, you can bookmark careers that you are considering pursuing. You can quickly access the career profile, record your thoughts about each career, and access education information related to your career interests as you create your education plan.

Go to **www.SDMyLife.com** and click on **Go** inside the Student Login box. Enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

Open the My Portfolio menu near the top of the page and click on **My Assessments**.

PART 1: EXPLORING CAREERS FROM MATCHMAKER RESULTS

Once you have completed Career Matchmaker, you can use your suggested careers list to browse through the careers that you are most interested in pursuing.

Step 1. Click on the name of your Career Matchmaker session. This will bring up your list of suggested careers. If you haven't already, you can answer more questions to improve your results, change your answers, or select a level of education.

Step 2. Click on a few of the careers to learn more about them and to see which ones you would most like to pursue. You can read about working conditions, earnings, education, how they suit your interests, and see interviews with real people in each occupation.

Step 3. When you have found a career that interests you, click on the blue **Save To My Portfolio** button, located near the top of the screen on the right side of the page. This career will now be saved in the **My Careers** section of SDMyLife Portfolio.

Step 4. In your portfolio, click the **My Careers** link, then click the **View More** button under the **My Saved Careers** heading. Under the career you saved, you will see the option to add a comment. Click on **Add Comment** and type in what you like most about this career and why you want to pursue it. Click **Save**.

PART 2: SEARCHING FOR CAREERS

You can also save careers to SDMyLife Portfolio from the Explore Careers section of Career Cruising.

Step 1. Click the **Careers** link in the top menu bar.

Step 2. You can search for careers in a number of ways.

If you already know what career you are looking for, try the **Keyword Search**.
You can also search for a career using the alphabetical index under the **Index** tab.
To find careers related to a particular school subject, click on the **School Subjects** tab.
To find careers in a particular cluster or industry, click on the **16 Career Clusters** (or **Search By Cluster**) tab or the **Industries** tab.
To search for occupations in the military, click on **Military Careers**.

SDMyLife Portfolio Activity 3: Careers That Interest Me

Step 3. When you have found a career that interests you, click on the blue **Save To My Portfolio** button. This career will now be saved in the **My Careers** section of SDMyLife Portfolio.

Step 4. In your SDMyLife Portfolio, click the **My Careers** link, then click the **View More** button under the **My Saved Careers** heading. Under the career you saved, you will see the option to add a comment. Click on **Add Comment** and type in what you like most about this career and why you want to pursue it. Click **Save**.

PART 3: USING CAREER SELECTOR

The Career Selector allows you to search for careers based on earnings, core tasks, working conditions, level of education, school subject, and cluster.

Step 1. In your portfolio, click on the **My Careers** link, and then click the **Start Career Selector** button.

Step 2. Use the links on the left to select the criteria that are important to you. Once you have made your selections, click on the blue **View Results** button to see careers that match your selections. You can also click on the **Close Matches** tab to view careers that match some, but not all, of your criteria.

Use the **Review My Criteria** tab to review your selections.

Use the **Compare Other Careers** tab to search for careers that didn't appear on your list to see how they compare with the criteria that you have indicated is important to you.

Step 3. Click on the blue **Save To My Portfolio** button. You can return to your saved Career Selector results at any time by clicking on the **My Careers** section of SDMyLife Portfolio and then on **View Results** under the **Career Selector Results** heading.

If you make any changes, be sure to save the changes by clicking on the **Save To My Portfolio** button in the results section of the Career Selector.

SDMyLife Portfolio Activity 4: Schools That Interest Me

You can use SDMyLife Portfolio to store information about post-secondary schools that offer the education and training you need to pursue your career goals.

Go to **www.SDMyLife.com** and click on **Go** inside the Student Login box. Enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

Open the My Portfolio menu near the top of the page and click on **My Careers**.

PART 1: FIND SCHOOLS BASED ON YOUR CAREER INTERESTS

Step 1. Click on a career that you are interested in pursuing to go the occupation profile.

Step 2. Click on the **Education** link on the left side of the occupation profile page. Read through the educational requirements for that career. Under **Related College Programs** you will find links to schools offering post-secondary programs related to that career. The most closely related programs are at the top of the list. Select a program.

(Note: There are a few careers that do not have any related college programs. If the career you chose does not have any related programs, select another career that interests you.)

Step 3. When you click on a program name, you will see a list of schools in your state that offer the program. You can also select a different state or region by clicking on the **Add/Edit States** button.

Browse through the list of schools and select one that interests you. Click on the school name and write down the following information:

School Name: _____

Type of School (2-Year, 4-Year, Career & Tech): _____

Program Name: _____

Step 4. Click on the school's name to read through the rest of the school profile.

Step 5. If this school interests you, click on the blue **Save To My Portfolio** button. The school will now be saved in the **My Education** section of SDMyLife Portfolio.

Step 6. In your SDMyLife Portfolio, click the **My Education** link, then click the **View More** button under the **My Saved Schools** heading. Click the **Add Comment** icon under the school you saved and record your thoughts about the school. Click **Save**. You can add as many schools as you like. If there is more than one school you are interested in, it is a good idea to specify why each school interests you in your comments.

MyLife Career Cruising

SDMyLife Portfolio Activity 4: Schools That Interest Me

PART 2: OTHER WAYS TO SEARCH FOR SCHOOLS

You can also add schools through the Explore Education section.

Step 1. Click the **Education** link in the top menu bar.

Step 2. There are a number of ways to search for schools:

If you already know which school interests you, type the name of the school in the search box and click **Search**.

To search for schools by state, click on a state on the map. Then click on the name of a school that interests you.

You can also search for programs by clicking on the **Majors** tab. You can search for programs by name or by major. To search by major, click on the program area that interests you. Continue to narrow down your selections until you come to a list of schools. Click on the name of a school that interests you.

Step 3. Browse through the information about that school. You can also visit the school's website for more details. Once you have found a school that you would like to save to your SDMyLife Portfolio, click on the blue **Save To My Portfolio** button This school will now be saved in the **My Education** section of SDMyLife Portfolio.

Step 4. In your SDMyLife Portfolio, click the **My Education** link, then click the **View More** button under the **My Saved Schools** heading. Click the **Add Comment** icon under the school you saved and enter what appeals to you about this school *(e.g., a program, tuition, location, student life, etc.)*. Click **Save**. You can add as many schools as you like.

PART 3: USING THE SCHOOL SELECTOR

You can use the School Selector tool to search for schools based on a variety of factors. You can specify criteria such as on-campus services, admission difficulty, tuition, and athletics.

Step 1. Click on the **Education** link in the top menu bar.

Under the **School Selector** heading on the right side of the page, select the level of education you would like to pursue.

Step 2. Use the blue links on the left to select the criteria that are important to you. Once you have made your selections, click on the blue **View Results** button to see schools that match your selections. If you receive 0 matches, click on the **Close Matches** tab to find schools that match most, but not all, of your criteria.

MyLife Career Cruising

SDMyLife Portfolio Activity 4: Schools That Interest Me

Step 3. Select a school and browse through the information about that school. You can use the **Compare Schools** icon near the top of the school profile page to view different school profiles side by side to compare data and evaluate which of the schools is the best option for you. You can also visit the school's website for more information.

Once you have found a school that you would like to save to your portfolio, click on the blue **Save To My Portfolio** button. The school will now be saved in the **My Education** section of SDMyLife Portfolio.

SDMyLife Portfolio Activity 5: Scholarships & Financial Aid

Career Cruising's financial aid database includes details on thousands of private scholarships, grants, awards, fellowships, and other assistance programs that you can store in your portfolio. Use the Financial Aid Selector to learn about financial aid programs that can help you pay for your education.

 Go to **www.SDMyLife.com** and click on **Go** inside the Student Login box. Enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

> **Step 1.** Click on the **Financial Aid** link in the top menu bar. Click the **Start Selector** button under the **Financial Aid Selector** heading.

> **Step 2.** Use the blue links on the left to fill in information about yourself and your intended education path. For the best results, **please answer all the questions**. Once you have made your selections, click on the blue **View Results** button to see scholarships that match your selections.

> **Step 3.** Use the blue **Save To My Portfolio** button to save your Financial Aid Selector results to the Scholarships & Financial Aid section of your SDMyLife Portfolio. To view saved results, click on the **My Scholarships & Financial Aid** link on your SDMyLife Portfolio homepage and click on **Financial Aid Selector Results**.

> **Step 4.** Click on the name of a scholarship to learn more about the award, including eligibility, application information and deadline, and the name of the donor or sponsor. To save a specific scholarship, click on the **Save To My Portfolio** link at the top of the Scholarship Details page. To view saved scholarships, click on the **My Scholarships & Financial Aid** link on your SDMyLife Portfolio homepage and then select **My Saved Scholarships**.

MyLife Career Cruising

SDMyLife Portfolio Activity 6: Career Preparation & Planning

This section of the Portfolio tool allows you to track and organize your career exploration and preparation activities.

 Go to **www.SDMyLife.com** and click on **Go** inside the Student Login box. Enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

Open the My Portfolio menu near the top of the page and click on **My Goals & Plans**.

CAREER PLANNING ACTIVITIES

The purpose of this section of the portfolio is to record career planning activities that you have already completed or are involved in currently.

Click on **Career Planning Activities**.

> **Step 1.** Click **Add An Activity** and select an activity that you have completed or are involved in from the dropdown menu. Record the organization name in the space provided.
>
> **Step 2.** Fill in the start and end dates (month and year) for that activity.
>
> **Step 3.** Record what you did, what you learned from that activity, new skills you acquired, and any other important information in the Description area.
>
> **Step 4.** Attach any related files by clicking on the **Attach File** button.
>
> **Step 5.** Click the blue **Save** button.
>
> **Step 6.** Continue to add other career planning and exploration activities.

You can edit and delete your activities once they have been saved by clicking on the appropriate icon. Be sure to save any changes you make!

POST-SECONDARY PLAN

This section of SDMyLife Portfolio brings together all the activities you have done into a plan for post-secondary education. Click on **Post-Secondary Plan**.

> **Step 1.** Click the **Career Goals** tab. By now, you have probably looked at a number of careers in Career Cruising and in other career exploration activities. Select one or two cluster interests that you are really interested in pursuing, then choose the careers that most interest you. Click the blue **Save** button.

SDMyLife Portfolio Activity 6: Career Preparation & Planning

Step 2. Click the **Educational Goals** tab. Select the level of education you plan on pursuing to meet your career goals. Then select the schools that you would seriously want to attend. Click on the **Save** button under the list of schools.

Step 3. Click the **Financial Plans** tab. What sources of funding are you going to need in order to pay for your post-secondary education? Select the options you will pursue and click the blue **Save** button at the bottom of the page.

CAREER & LIFE GOALS

Here you can record your short and long-term goals. Click on **Career & Life Goals**.

Step 1. Describe the goals that you have for the immediate future in the **Short Term Goals** section. If you want to see sample goals, click on the question mark icon. When you have entered your thoughts, click the blue **Save** button.

Step 2. Describe the goals that you want to achieve over a longer period of time in the **Long Term Goals** section. If you want to see sample goals, click on the question mark icon. Click **Save** when you are finished.

SDMyLife Portfolio Activity 7: Personal Learning Plan

The SDMyLife Portfolio tool allows you to create and store your high school education plan by recording the courses you have taken, are taking, and plan to take in the future. With your counselor's advice, this education plan will help you organize your courses to meet your career goals.

SOME THINGS TO CONSIDER . . .

There are a lot of factors you need to consider when putting together your education plan. What level of education do you need to pursue your career goals? What subject areas are important for your career path? You need to choose courses that will meet the requirements of the post-secondary programs you want to enter after high school. If you are planning on attending a 4-year college, you will need more advanced academic level courses. If you are planning on attending a 2-year college or completing apprenticeship training, then you may want to take more applied courses.

No matter what careers you are interested in, you need to ensure that your education plan fulfills your high school's graduation requirements.

In order to fill out your high school education plan, you will need to have a list of the courses available at your high school.

CREATING YOUR HIGH SCHOOL EDUCATION PLAN

Part 1: Set Up

 Go to **www.SDMyLife.com** and click on **Go** inside the Student Login box. Enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

Open the My Portfolio menu near the top of the page and click on **My Personal Learning Plan**.

> **Step 1.** Confirm the name of the high school that you are attending or are planning to attend. You will be able to select courses from the course catalogs that schools have uploaded.
>
> **Step 2.** Select a Career Cluster and Career Pathway. There are 16 Career Clusters containing 79 Career Pathways. Selecting a cluster and pathway generates a sample Program of Study with course recommendations that support your cluster and pathway choices.
>
> **Step 3.** Indicate which Graduation Pathway you plan to pursue.
>
> **Step 4.** In consultation with your counselor, select courses that interest you and will help you meet your career goals. Be sure that you have included the prerequisites *(i.e., courses you have to pass before you can take a particular course)* for all the upper year courses you want to take.

SDMyLife Portfolio Activity 7: Personal Learning Plan

Part 2: Enter Your Courses

Click on **Add Course** in the appropriate grade and subject area to include a course you have taken, are taking now, or plan to take in the future. Select a course from the dropdown menu.

Fill in or select the required information and click on the blue **Save** button. That course will automatically be added to your course recommendations chart.

To delete a course, click on the name of the course and click the **Delete** icon.

You can view or change your high school education plan at any time by clicking on the **My Personal Learning Plan** link on the SDMyLife Portfolio homepage.

Part 3: Checklist For Personal Learning Plan

Make sure your Personal Learning Plan satisfies the following conditions:

☐ Do your course selections meet your school's <u>graduation requirements</u>?

☐ Do your course selections meet post-secondary school prerequisites for <u>subject areas</u>?

☐ Do your course selections meet post-secondary school prerequisites for <u>academic level</u>?

SDMyLife Portfolio Activity 8: Activities & Experiences

You can use SDMyLife Portfolio to store a variety of information about the extracurricular activities that you participate in, your skills and abilities, and awards and certificates you have received. You can also document your work and volunteer experiences.

Go to **www.SDMyLife.com** and click on **Go** inside the Student Login box. Enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

Open the My Portfolio menu near the top of the page and click on **My Activities & Experiences**.

ACTIVITIES

Here you can record extracurricular activities, sports, and other activities you are involved with.

Step 1. Click on **Activities**.

Step 2. Click **Add An Activity** and select an activity category from the dropdown menu. Choose the activity that you participate in or the organization to which you belong from the next dropdown menu. Record the start and end dates (select **To Present** if you are still involved in this activity), as well as a description of how you are involved and what skills you have learned from it. For example, if you are on the basketball team, you may have gained good hand-eye coordination.

If you participate in any activities that are not on the list, you can use the **Enter Your Own** link beside the Activity dropdown menu.

Step 3. Attach any related files by clicking on the **Attach File** button.

Step 4. Click on the blue **Save** button.

Step 5. Continue to add activities you are involved in as you did before.

HOBBIES & INTERESTS

This section of the portfolio lists hobbies and interests that you are involved in.

Step 1. Click on **Hobbies & Interests**.

Step 2. Click **Add A New Interest** and select a hobby or interest category from the dropdown menu. Choose the activity that you participate in from the next dropdown menu. Record your thoughts about the activity, such as what skills you have learned from it. For example, if you are an avid collector, you may have gained organizational skills.

If you are involved in any hobbies not on the list, you can use the **Enter Your Own** link.

Step 3. Attach any related files by clicking on the **Attach File** button.

MyLife Career Cruising

SDMyLife Portfolio Activity 8: Activities & Experiences

Step 4. Click on the blue **Save** button.

Step 5. Continue to add activities you are involved in as you did before.

SKILLS & ABILITIES

This section of the portfolio lists skills and abilities you have acquired through school and extracurricular activities. You can include computer skills, personal attributes, and language skills.

Step 1. Click on **Skills & Abilities**.

Step 2. Click **Add A New Skill** and select a skill category from the dropdown menu.

Step 3. Choose a skill you possess and record your comments, including examples of how you have used this skill or how you acquired the skill. If you want to include a skill that is not on the list, click on **Enter Your Own**.

Step 4. Attach any related files by clicking on the **Attach File** button.

Step 5. Click the blue **Save** button at the bottom of the page.

Step 6. Continue to add other skills by repeating the previous steps.

AWARDS & CERTIFICATES

In this section, you can record any awards and certificates you have received, including academic awards, training certifications, and other recognitions.

Step 1. Click on **Awards & Certificates**.

Step 2. Click **Add An Award** and enter the name of an award or certificate you have received.

Step 3. Select the date you received the award or certificate.

Step 4. 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 important information.

Step 5. Attach any related files by clicking on the **Attach File** button.

Step 6. Click on the blue **Save** button.

Step 7. Add other awards and certificates you have received.

MyLife Career Cruising

SDMyLife Portfolio Activity 8: Activities & Experiences

VOLUNTEER EXPERIENCE

In this section, you will record your community service and volunteer experiences. Volunteering is a great way to contribute to your community and acquire work skills and experiences.

Step 1. Click on **Volunteer Experience**.

Step 2. Click **Add A Volunteer Experience**. Enter your position title, organization, city, state, and dates of involvement. If you are still participating, select **To Present** in the month field for the end date.

Step 3. Enter the number of hours you have completed in this position.

Step 4. In the Description field, enter your regular duties and special projects you were involved with throughout the course of your work.

Step 5. Attach any related files by clicking on the **Attach File** button.

Step 6. Click the blue **Save** button.

Step 7. Add other volunteer experience as you did before.

WORK EXPERIENCE

In this section, you will record your work experience. Work experience does not have to be paid. You can include unpaid work, such as internships or co-op placements.

Step 1. Click on **Work Experience**.

Step 2. Click **Add A Work Experience**. Enter your position title, employer, city, state, and dates of employment. If you are still working in this position, select **To Present** in the month field for the end date.

Step 3. In the Description field, enter your regular duties, special projects you were involved with, or accomplishments you achieved throughout the course of your work.

Step 4. Attach any related files by clicking on the **Attach File** button.

Step 5. Click the blue **Save** button.

Step 6. Add other relevant work experience as you did before.

SDMyLife Portfolio Activity 9: Using The Resume Builder

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

Go to **www.SDMyLife.com** and click on **Go** inside the Student Login box. Enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

Click on the **My Portfolio** box on the left side of the menu bar near the top of the page. Click on the **Build My Resume** link.

All of the information that you have added to your portfolio that is useful for a resume is automatically shared with the Resume Builder. Click the dropdown arrow next to each section title to read the information found in each section. You can edit and add to the information by clicking on the **Edit** icon. You can also use the check boxes to choose which sections to include in your resume.

STEP 1: CAREER OBJECTIVES

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. Click on **Add Comment**, type your statement into the comment box, then click **Save**.

STEP 2: EDUCATION HISTORY

Click on the **Edit** icon to enter your education information. Use the Description field to list any specific details you might want potential employers to know.

STEP 3: WORK EXPERIENCE

If you entered your Work Experience in SDMyLife portfolio, this section will already be filled out. Click on the **Edit** icon to add, delete, or edit your entries.

If you have not filled out the Work Experience section of your portfolio, click the **Edit** icon then choose **Add A 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 blue **Save** button.

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

MyLife **Career Cruising**

SDMyLife Portfolio Activity 9: Using The Resume Builder

STEP 4: VOLUNTEER EXPERIENCE

If you entered your Volunteer Experience in SDMyLife Portfolio, this section will already be filled out. Click on the **Edit** icon to add, delete, or edit your entries.

If you have not filled out the Volunteer Experience section of your portfolio, click the **Edit** icon then choose **Add A Volunteer Experience**.

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, and accomplishments you achieved throughout the course of your work.

iii) Click the blue **Save** button.

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

STEP 5: AWARDS & CERTIFICATES

If you entered your Awards & Certificates in SDMyLife Portfolio, this section will already be filled out. Click on the **Edit** icon to add, delete, or edit your entries.

If you have not filled out the Awards & Certificates section of SDMyLife Portfolio, click the **Edit** icon then choose **Add An Award**.

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 blue **Save** button.

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

STEP 6: EXTRACURRICULAR ACTIVITIES

If you entered your Extracurricular Activities in SDMyLife Portfolio, this section will already be filled out. Click on the **Edit** icon to add, delete, or edit your entries.

If you have not filled out the Extracurricular Activities section of SDMyLife Portfolio, click the **Edit** icon then choose **Add An Activity**.

MyLife Career Cruising

SDMyLife Portfolio Activity 9: Using The Resume Builder

i) Select an activity category from the dropdown menu.

ii) Select a specific activity from the next dropdown menu. 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.

iii) Enter the dates during which you were involved in the activity.

iv) 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.

v) Click on the blue **Save** button.

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

STEP 7: HOBBIES & INTERESTS

If you entered your Hobbies & Interests in SDMyLife Portfolio, this section will already be filled out. Click on the **Edit** icon to add, delete, or edit your entries.

If you have not filled out the Hobbies & Interests section of SDMyLife Portfolio, click the **Edit** icon then choose **Add A New Interest**.

i) Select an interest category from the dropdown menu.

ii) Select a specific activity that you are involved in from the next dropdown menu. If you have hobbies or interests that are not on the list, you can use the **Enter Your Own** link to add them to this section of your resume.

iii) For each activity, add your thoughts in the Description box.

iv) Click the blue **Save** button.

v) You can select other interests by repeating the previous steps.

STEP 8: SKILLS & ABILITIES

If you entered your Skills & Abilities in SDMyLife Portfolio, this section will already be filled out. Click the **Edit** icon to add, delete, or edit your entries.

If you have not filled out the Skills & Abilities section of SDMyLife Portfolio, click the **Edit** icon then choose **Add A New Skill**.

i) Select a skill category from the dropdown menu.

MyLife Career Cruising

SDMyLife Portfolio Activity 9: Using The Resume Builder

ii) Choose a skill or ability you possess from the next dropdown menu. If you have skills or abilities that are not on the list, you can use the **Enter Your Own** link to add them to this section of your resume.

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

iv) Click the blue **Save** button.

v) You can select other skills by repeating the previous steps.

STEP 9: ADDITIONAL INFORMATION

If there is any additional information you would like potential employers to know, you can enter it here by clicking on **Add Comment**.

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.)*.

Click on **Add A Reference** to enter information for each of your references.

STEP 11: FORMATTING AND PRINTING YOUR RESUME

Click on the blue **Format & Print** button.

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

ii) Under the **Set Order** heading, drag and drop the sections in the order you want them to appear on your resume. Be sure to click on **Save Order** when you are happy with your arrangement.

iii) Preview your resume by clicking on the **Preview Resume** button.

You can export your resume in various file formats. Select the format you want under the **Resume Print & Export Options** heading.

You can print your resume using the Print feature in your browser. You can also print a sheet listing your references in the same style as your resume.

SDMyLife Portfolio Activity 9: Using The Resume Builder

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.