

# MY ILP ACTIVITIES

KENTUCKY

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# Introduction

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## FOR THE TEACHER

The purpose of these activities is to introduce students to the many features of Individual Learning Plan (ILP).

There are 15 activities that take students through the sections of the ILP:

- 1. Getting Started with Your ILP** introduces students to the Individual Learning Plan and how to log in to their ILP.
- 2. Career Matchmaker** shows students how to complete the Matchmaker assessment and access their results in their ILP.
- 3. Careers That Interest Me** allows students to save careers that they are considering to their ILP 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 ILP.
- 5. Scholarships & Financial Aid** helps students find and save information about scholarships and other financial aid programs for which they qualify.
- 6. Career Clusters** walks students through the 14 Kentucky Career Clusters and allows them to record which clusters interest them and why.
- 7. Career & Life Goals** helps students reflect on and record their short and long-term goals.
- 8. Post-Secondary Goals** shows students how to complete the Post-Secondary Goals section of their ILP.
- 9. Career Planning Activities** shows students how to record and organize their career planning activities.
- 10. Activities & Experiences** helps students record their extracurricular activities, organizations that they participate in, and the hobbies they enjoy.
- 11. Community Service and Work Experience** helps students document their work and community service learning experiences.
- 12. Awards & Recognitions** helps students keep track of the awards, certificates, and recognitions they have received.
- 13. Course Of Study** helps students create a personalized high school course of study based on their career interests.

# Introduction

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**14. Learning Services** shows students how to document learning options or programs they participate in.

**15. Using the Resume Builder** takes students through the process of using information in their ILP to create a professional resume.

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

# My ILP Activity 1: Getting Started With Your ILP

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## WHAT IS THE INDIVIDUAL LEARNING PLAN?

Your Individual Learning Plan (ILP) is an online education planning tool to help you plan your coursework and activities as you prepare for post-secondary education and develop your career goals. The ILP helps you and your parents, teachers, and advisors to work together to develop an education plan that meets your needs and helps ensure that you can achieve your career goals.

## WHAT CAN YOU DO WITH YOUR ILP?

You can:

- Save your assessments results
- Keep notes on the careers and schools that interest you
- Save information about scholarships and financial aid you qualify for
- Develop an education plan based on your career interests
- Track your career preparation and planning activities
- Record your career and life goals
- List the organizations, activities, and hobbies that you participate in
- Document your work and community service experiences, as well as awards and recognitions you have received
- Store related documents, such as scanned artwork, letters of reference, essays, and presentations
- Share your ILP with college admissions staff, organizations offering scholarships, and potential employers
- Create a personalized, professional-looking resume

## GETTING STARTED WITH YOUR ILP

You can access your ILP from school, home, or anywhere you have access to the Internet.

# My ILP Activity 1: Getting Started With Your ILP

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## STEP 1: LOG IN TO YOUR ILP

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password in the spaces provided. Click on the **Login** button.

## STEP 2: ENTER YOUR EMAIL ADDRESS

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

# My ILP Activity 2: Career Matchmaker

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

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP).

Enter your personal ILP username and password. Click on the **Login** button.

## 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 in 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 blue **Answer More Questions** button in the **Improve 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. You will 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.

## My ILP Activity 2: Career Matchmaker

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### **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 attending a 2-year college or completing vocational training rather than attending a 4-year college, 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.)*



# My ILP Activity 3: Careers That Interest Me

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In your ILP, 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.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

Open the My ILP 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 ILP** 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 your ILP.
- Step 4.** In your ILP, 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 your ILP 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** tab or the **Industries** tab.  
 To search for occupations in the military, click on **Military** Careers.

## My ILP Activity 3: Careers That Interest Me

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

**Step 4.** In your ILP, 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 ILP, click on **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 ILP** button. You can return to your saved Career Selector results at any time by clicking on the **My Careers** section of your ILP 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 ILP** button in the results section of the Career Selector.

# My ILP Activity 4: Schools That Interest Me

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

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

Open the My ILP 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. 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 ILP** button. The school will now be saved in the **My Education** section of your ILP

**Step 6.** In your ILP, 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.

# My ILP Activity 4: Schools That Interest Me

## PART 2: OTHER WAYS TO SEARCH FOR SCHOOLS

You can also add schools through the Explore Schools 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 ILP, click on the blue **Save To My ILP** button. This school will now be saved in the **My Education** section of your ILP.

**Step 4.** In your ILP, 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.

## My ILP Activity 4: Schools That Interest Me

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**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 ILP, click on the blue **Save To My ILP** button. The school will now be saved in the **My Education** section of your ILP.

# My ILP Activity 5: Scholarships & Financial Aid

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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 ILP. Use the Financial Aid Selector to learn about financial aid programs that can help you pay for your education.

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

- 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 ILP** button to save your Financial Aid Selector results to the Scholarships & Financial Aid section of your ILP. To view saved results, click on the **My Scholarships & Financial Aid** link on your ILP 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 scholarship, click on the **Save To My ILP** link at the top of the Scholarship Details page. To view saved scholarships, click on the **My Scholarships & Financial Aid** link on your ILP homepage and then select **My Saved Scholarships**.

## My ILP Activity 6: Career Clusters

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This section of the ILP allows you to record which career clusters interest you and why. Career Clusters are broad groups of occupations related by industry, type of work, or other common characteristics.

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

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

Click on **My Saved Clusters**.

**Step 1.** Read through the list of career clusters, including the two cluster matches suggested by your Career Matchmaker session. Click on a cluster title to read a brief description of the title and look through a list of related careers.

**Step 2.** Click on a few of the career names and read through the occupation profiles to get a sense of what the career involves.

**Step 3.** Choose at least two career clusters that you would be interested in pursuing. On the My Saved Clusters page, check the box beside the clusters you have selected.

**Step 4.** In the Thoughts/Comments area, click **Add Comment** and record what you like about this cluster and why, as well as any other details that are important. For example:

**Cluster:** Health Science  
**Comment:** I think there are a number of medical specialty careers in this cluster that would be suitable for me because I enjoy caring for people and learning about health and wellness.

**Step 5.** Once you have entered your comments, click the blue **Save** button.

# My ILP Activity 7: Career & Life Goals

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Goal setting is an essential component of planning your career and education development. Setting and implementing goals is necessary to maximize achievement.

This section of your ILP encourages you to consider what is most important to you, and to look at where you want to be after you finish high school and what you want to do in the meantime.

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

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

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.



# My ILP Activity 8: Post-Secondary Goals

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This section of your ILP brings together all the activities and exploration you have done into a plan for post-secondary education. The Post-Secondary Plan section asks you to prioritize your interests and to begin thinking about how you will reach your goals.

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password and click **Login**.

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

Click on **Post-Secondary Goals**.

**Step 1.** Click the **Career Goals** tab. By now, you have probably looked at a number of occupation profiles in Career Cruising and saved some of those careers to your ILP. Select one or two cluster interests that you are really interested in pursuing, then choose the top three careers that you are most seriously interested in pursuing.

You can select the careers that you have saved to your ILP from the dropdown menu. If the careers that interest you most do not appear on that list, you can click on the **Enter Your Own** link and type in the name of the career that interests you.

Once you have entered your top clusters and careers, click on the blue **Save** button.

**Step 2.** Click the **Educational Goals** tab. Select the level of education you plan on pursuing to meet your career goals.

Next, select the top three schools that you are most interested in applying to or attending. You can select schools that you have saved to your ILP from the dropdown menu. If the school you are interested in does not appear in your list, click on the **Enter Your Own** link and type in the name of the school.

Once you have entered your top three schools, click on the blue **Save** button.

**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.

# My ILP Activity 9: Career Planning Activities

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

## PART 1: THINK ABOUT CAREER PLANNING ACTIVITIES

Career planning activities, such as job shadowing, attending career or college fairs, and involvement in career development organizations, can help your career exploration and development in a number of ways. Some activities involve exploring the opportunities that are available and learning more about the career and education options that you are interested in. Activities can also help with meeting people, making networking connections, and gaining experience in areas that you would like to pursue.

## PART 2: DOCUMENT YOUR CAREER PLANNING ACTIVITIES IN YOUR ILP

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

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

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.
- Step 2.** Enter the name of the activity, the name of the organization, or your role within the organization.
- Step 3.** Fill in the start and end dates (month and year) for that activity.
- Step 4.** Record what you did, what you learned from that activity, new skills you acquired, and any other important information in the Description area.
- Step 5.** Attach any related files by clicking on the **Attach File** button.
- Step 6.** Click the blue **Save** button.
- Step 7.** 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 link. Be sure to save any changes you make!

# My ILP Activity 10: Activities & Experiences

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You can use your ILP to store a variety of information about the extracurricular activities that you participate in, including organized structured activities, such as memberships in clubs and other organizations, and independent hobbies and interests that you enjoy.

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

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

## ORGANIZATIONS & ACTIVITIES

The purpose of the Organization & Activities section is to document the organizations that you participate in. These may be school clubs, interest groups, athletic leagues, or other structured activities.

**Step 1.** Click on **Organizations & Activities**.

**Step 2.** Click **Add An Activity** and select an activity category from the dropdown menu.

**Step 3.** Choose the name of the organization that you are a part of from the next dropdown menu. If the organization does not appear, click on the **Enter Your Own** link and type the name in the textbox.

**Step 4.** Fill in the start and end dates (month and year) for your involvement that group.

**Step 5.** In the Description area, record how you are involved, what your involvement is, and what skills you have gained from it.

**Step 6.** Attach any related files by clicking on the **Attach File** button.

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

**Step 7.** Continue to add other organizations and activities you have participated in.

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

## HOBBIES & INTERESTS

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

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

## My ILP Activity 10: Activities & Experiences

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**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 how you are involved in the activity and what skills you have learned from it. For example, if you are an avid collector, you may have gained organizational skills.

If you participate in any activities that are 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.

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

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

### SKILLS & ABILITIES

In this section, you can record your skills and abilities. Skills and abilities are divided into three categories: attributes, computer skills, and language skills. Attributes are the characteristics that you possess. Computer skills refer to the skills you have acquired in computer operations and concepts, such as expertise in specific computer applications or programs. Language skills refer to other languages you speak or any other language-based skills you have.

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

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

**Step 3.** Choose a skill you possess and record any relevant information in the Description section. For example, if you have selected Creative from the Attributes list, you can list the types of activities, such as painting or model-building, that have helped you develop this skill.

If you have any skills or abilities that are not on the list, you can use the **Enter Your Own** link.

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

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

**Step 6.** Continue to add your skills and abilities as you did before.

# My ILP Activity 11: Community Service & Work Experiences

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Documenting your community service learning and work experiences is an essential part of developing your ILP.

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

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

## COMMUNITY SERVICE EXPERIENCE

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

**Step 1.** Click **Community Service**.

**Step 2.** Click on the **Add Community Service** link.

**Step 3.** 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 4.** Enter the number of hours you have completed in this position.

**Step 5.** In the Description field, enter your regular duties and special projects you were involved with throughout the course of your work.

**Step 6.** Attach any related files by clicking on the **Attach File** button.

**Step 7.** Click on the blue **Save** button.

**Step 8.** Add other community services experiences 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 on the **Add A Work Experience** link.

**Step 3.** 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.

## My ILP Activity 11: Community Service & Work Experiences

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**Step 4.** 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 5.** Attach any related files by clicking on the **Attach File** button.

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

**Step 7.** Add other relevant work experience as you did before.

# My ILP Activity 12: Awards & Recognitions

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

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

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

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

**Step 2.** Click on the **Add An Award** link.

**Step 3.** Enter the name of an award or recognition you have received.

**Step 4.** Select the date you received the award or recognition.

**Step 5.** 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.

**Step 6.** Attach any related files by clicking on the **Attach File** button.

**Step 7.** Click on the blue **Save** button.

**Step 8.** Add other awards and recognitions you have received.

# My ILP Activity 13: Course Of Study

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The ILP tool allows you to create and store your high school course of study by recording the courses you have taken, are taking, and plan to take in the future. With your counselor's advice, this 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 course of study. 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.

You also need to ensure that your course of study fulfills your school's graduation requirements.

## CREATING YOUR COURSE OF STUDY

### Part 1: Course Selection

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

Open the My ILP menu near the top of the page and click on **My Course of Study**.

**Step 1.** You can view graduation requirements to see how many credits you need and in what areas in order to earn your high school diploma. Click on the **Graduation Requirements** button.

Your district may have multiple diploma options; you can see what options are available and select the diploma you plan to pursue.

**Step 2.** 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.

### Part 2: Enter Your Courses

On the My Course of Study page, click on **Add Course** under the 9th Grade heading.



## My ILP Activity 13: Course Of Study

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If your school **has pre-entered** their courses in the ILP tool, then select the courses you have already taken, are taking, or are planning to take in Grade 9 by choosing a subject area from the dropdown menu and clicking on a course name. Then click the **Select Course** button.

If you have already completed the course, click on the course name, and click the **Edit** icon in the top right corner of the details box. Enter your final grade and click **Save**.

If your school **has not pre-entered** their courses in the ILP tool, enter the course name for each course you have already taken, are taking, or are planning to take in Grade 9. To do this, click on **Add Course** under the 9th Grade heading, then choose **Add Your Own Course** and fill out the course details. If you have completed the course, enter the final grade you received. Click on **Add Course**.

Once you have entered all the information for Grade 9, click **Add Course** under the 10th Grade heading. Enter your courses as you did for Grade 9. Continue to enter your course information for Grade 11 and Grade 12.

### Part 3: Checklist for your Course of Study

Make sure your Course of Study satisfies the following conditions:

- Do your course selections meet your school's graduation requirements?
- Do your course selections meet post-secondary school prerequisites for subject areas?
- Do your course selections meet post-secondary school prerequisites for academic level?

# My ILP Activity 14: Learning Services

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The Learning Services section of your ILP allows you to record details about learning options or programs that you participate in, both inside and outside of school. This could include Gifted and Talented programs, limited English proficiency options, private tutoring, and other services.

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

Open the My ILP menu near the top of the page and click on **My Education**.

Click on **Learning Services**.

**Step 1.** Click the **Add Service** link.

**Step 2.** Select the type of service you received or are receiving and enter the goal of the service.

**Step 3.** Select the dates you participated.

**Step 4.** In the Description field, enter what the program or service involved, if it has or is helping achieve the goals of the service, and any other important information.

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

**Step 6.** Add other learning services you have received or are currently participating in.

# My ILP Activity 15: Using The Resume Builder

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

Go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP). Enter your personal ILP username and password. Click on the **Login** button.

Click on the **My ILP** 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 ILP 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, such as specific courses you have taken related to positions that interest you.

## STEP 3: WORK EXPERIENCE

If you entered your Work Experience in your ILP, 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 ILP, 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 experience as you did before.

# My ILP Activity 15: Using The Resume Builder

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## STEP 4: COMMUNITY SERVICE

If you entered your community service experiences in your ILP, 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 Community Service section of your ILP, click the **Edit** icon then choose **Add Community Service**.

- 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 through the course of your work.
- iii) Click the blue **Save** button.
- iv) Add other relevant community service experiences as you did before.

## STEP 5: AWARDS & RECOGNITIONS

If you entered your awards and recognitions in your ILP, 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 & Recognitions section of your ILP, 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 recognitions you have received that you would like to include on your resume.

## STEP 6: ORGANIZATIONS & ACTIVITIES

If you entered the Organizations & Activities in which you participate in your ILP, 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 Organizations & Activities section of your ILP, click the **Edit** icon then choose **Add An Activity**.

# My ILP Activity 15: Using The Resume Builder

- i) Select an activity category from the dropdown menu.
- ii) Select an organization 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 or organization.
- iv) For each activity, add your thoughts in the Description box.
- v) Click on the blue **Save** button.
- vi) Continue to add activities and organizations you are involved in as you did before.

## STEP 7: HOBBIES & INTERESTS

If you entered your Hobbies & Interests in your ILP, 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 your ILP, click the **Edit** icon then choose **Add A New Interest**.

- i) Select an activity 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) 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.
- iv) Click on the blue **Save** button.
- v) Continue to add activities you are involved in as you did before.

## STEP 8: SKILLS AND ABILITIES

If you entered your Skills & Abilities in your ILP, 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 your ILP, click the **Edit** icon then choose **Add A New Skill**.

- i) Select a skill category from the dropdown menu.

## My ILP Activity 15: Using The Resume Builder

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- 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.

# My ILP Activity 15: Using The Resume Builder

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## 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.