

# My Plan Activity 8: Activities & Experiences

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You can use your My Plan 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.

Sign into Career Cruising using your personal My Plan username and password. Open the My Plan menu near the top of the page and click on **My Activities & Experiences**.

## EXTRACURRICULAR ACTIVITIES

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

**Step 1.** Click on **Extracurricular 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 Plan 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.

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

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

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## SKILLS & ABILITIES

This section of the Plan 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.

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## 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.