

# My Plan Activity 9: Using The Resume Builder

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

Sign into Career Cruising using your personal My Plan username and password. Click on the **My Plan** 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 Plan 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 your Plan, 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 Plan, 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.

## STEP 4: VOLUNTEER EXPERIENCE

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

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

- 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.

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- 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 your Plan, 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 Plan, 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 your Plan, 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 Plan, click the **Edit** icon then choose **Add A New Skill**.

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

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- 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.

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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.