

[www.careercruising.com](http://www.careercruising.com)

Username: capitalhs

Password: olympia

Log into YOUR portfolio.

Username: chs-last name first initial

Password: student lunch/ID number (7 DIGITS – add a 0 in front if only 6 DIGITS)

**Click on Portfolio.**

**Click on the blue Resume Builder button on the left side of the page.**

## Step 1: Personal Profile

Name, address, phone, email, website (if appropriate)



## Step 2: Education

- Capital High School Olympia, WA
- Degree: Senior, Junior, Sophomore, Freshman
- Description:

GPA (anything above 2.5)

Honors Received

Specific details of any specialized coursework/electives (don't abbreviate class names)



## Step 3: Volunteer Experiences (unpaid service work you were not required to complete for credit)

- Enter your position title, organization, city, state, and dates of involvement. – *MOST RECENT FIRST*
- In the Description field, enter your regular duties, special projects you were involved with, and accomplishments you achieved through the course of your work.
- Continue to add volunteer work to this list as you complete more.



## Step 4: Awards and Certificates

- Enter the name of the award – be descriptive. (Coaches Award – Baseball)
- Select the date you received the award. – *MOST RECENT FIRST*
- NO Description necessary – this information will not appear on resume.
- Continue to add awards to this list as you receive them.



## Step 5: Extracurricular Activities

- Select an activity area from the dropdown menu.
- Select a specific activity from the dropdown menu. Enter the dates during which you were involved in the activity.
- In the Description field, record how you are involved and what skills you have gained from the activity. For example, if you are the team captain or team manager, you may have great leadership skills.



## Step 6: Formatting and Viewing Your Resume

Select a style for your resume. Select sections to include (sections & comment areas you have completed)

Preview your resume.



## Step 7: Printing and Exporting

Click on the blue Print/Export button.

Print your resume CTRL +P for printing . Select the name of **Computer Lab Printer** from the drop down menu

How to remove all headers & footers: Page Set Up | Margins Header/Footer Tab | Blank ALL Headers & Footers

*Email others to view your Portfolio:* Go to Portfolio across top navigation bar, Quick Links – Invite others.

*Export to Word:* Select Microsoft Word (or follow Mac instructions), and click the gray Export button. **Save** to YOUR files on your Personal Drive. *Changes made to your resume once exported will not appear in your Career Cruising Portfolio (make changes in your portfolio).*

# OPTIONAL

## Career Objective

Sets the tone for your resume and clarifies the type of position you seek. 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.

*To secure a customer service position with a dynamic and growing company where there is the opportunity for personal growth and professional development.*

*To obtain a building maintenance position where my construction experience and strong interpersonal skills may be fully utilized.*

\*Be careful not to be overly specific; this may eliminate some employment opportunities.



## Work Experiences

Work experience does not have to be paid. You can also include unpaid work, such as internships or co-op placements. If your volunteer activities are as impressive as your paid work experience, add information to this section with a notation. Ex: Fundraising Director (Volunteer)

- Enter your position title, employer, city, state, and dates of employment. (most recent first – reverse chronological order)
- Hours = TOTAL NUMBER OF HOURS AS OF TODAY
- Description: enter your regular duties, special projects you were involved with, and accomplishments you achieved through the course of your work. If still presently employed provide details on approximate hours per week or month.

*Child Care Provider      Name of Family      Location      Jan 2011 – present*

*Description: Responsible for two children ages 2 and 5, monitored play activities and prepared meals. Employer has recognized me as their exclusive and preferred provider. 8-10 hours per month.*

*Intern      WA Dept of Fish & Wildlife      Olympia, WA      Sept 2010-Dec 2010*

*Description: Assisted in stream sampling projects, worked on conservation and research events. Received certificate of achievement for outstanding work.*

**\*Do not leave any sections within blank – if blank, all of information will not be entered onto resume.**



## Hobbies and Interests

- Select an interest area from the dropdown menu.
- Check off the pastimes that you are involved in from the list. If you have hobbies or interests that are not on the list, you can use the Enter Your Own spaces provided at the bottom of the list to add them to this section of your resume.
- For each hobby or interest, add your thoughts in the Comments box.



## Skills and Abilities

- Select a skill area from the dropdown menu.
- Attributes – quality, characteristic or trait
- Computer Skills – programs or certifications
- Check off the skills or abilities you possess from the list. If you have skills or abilities that are not on the list, you can use the Enter Your Own spaces provided at the bottom of the list to add them to this section of your resume.
- For each skill or ability, add your thoughts in the Comments box.



## 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.). – NOT a family member.

**\*\* Be sure to ask people before you list them as references!!**

Typically, you should have two or three references.

Send a THANK YOU CARD to anyone who has agreed to be your reference, after an interview, anyone writes you a recommendation or helps you with a scholarship. (very important!)

