

## **Creating a Resume**

**To create a resume using a template, log into Career Cruising.com. (Click on Middle School, School Counseling, Career Cruising)**

**Click on ACCOUNT at the top of the page. Click on Profile and click the Edit button. Add your address including city, state and zip. Add a phone number. Click Save.**

**Click on EMPLOYMENT at the top of the page.**

**Click on BUILD MY RESUME.**

**Determine which sections are applicable to you and UNCLICK any Add to Resume for sections that do not pertain to you.**

For the career objective, you have to add a comment-(Career Objective should be what job you would like to have in the future)

Education-List relevant courses under description which you have taken that pertain to your future career. Medical careers should list science and math courses. AP classes and electives should be listed IF they pertain to your career choice.

Work Experience-most recent job first. Under description list specific job duties that you performed (use action words)

Volunteer Experience-include only if you have done any volunteering in high school. Under description, list exactly what you did again using action words. The company is where did you complete the volunteer hours at.

Awards and Certificates-high school only!!! Think of honor roll, attendance, all conference, Forensics awards, etc. Description should include how you won the award-selected by coaches, voted on by peers, If forensics, list Forensics as the award and list the category and places under description. (If you have never won an award, don't include it on your resume)

Extra Curriculars-you can enter your own if you don't see your activity listed under any of the headings. Include high school only! The description should tell someone what the organization is and what you learned being a part of it.

Hobbies and Interests-if you don't have a lot in any other category make sure you include this section. The description section should specify what you do to pursue this field of interest.

Skills and Abilities-think of typing, computer skills, tools and programs you may be skilled in, think about skills that are important in any job and list them here

**For the sections that DO pertain to you, click on the name of the section and click on the pencil on the right hand side of the screen to edit the section.**

**Remember as you add the information to use action words and list things in reverse chronological order.**

**Add a minimum of 3 personal references.**

When all of the information is entered that you want to include on your resume, click the FORMAT and PRINT button.

Make sure you check ADD Comments for sections you typed something in the comments section.

Next, choose a style for your resume and select the order of the items. Most important attributes should come first. Click SAVE ORDER.

Preview your resume and make any changes you think would increase your chance of getting your resume read.