

NAME:

GRAD TRANSITIONS ASSIGNMENT 5:

RESUME

For completion of this assignment, you will need to submit an up-to-date copy of your resume. All resumes will be completed on a computer. There are a number of ways that you could complete this assignment:

1. You may already have a resume developed, which you need to ensure is the most up-to-date and submit it.
2. You could use any of the on-line resume writing programs available by doing a search on the internet.
3. You could build a resume using Career Cruising by following the directions below:

- (i) Log on to: <http://www.careercruising.com>

Use your username and password that you created during the Career Cruising Assignment to login or if you have not done this assignment yet, use the following:

Username: caledonia
Password: terrace
Click on start career cruising

- (ii) If you have created a user name and password already, skip to the next step.

If not.....On the left hand side of the page below the login in boxes, Click on Create a new portfolio and follow the instructions to complete this task. When you create this new portfolio, please use the following pattern for your user name and password:

Username: firstname.lastname (all lowercase)
Password: YY/MM/DD (birthdate, please use this format)

- (iii) When you are finished creating a new portfolio, find the blue tool bar across the top of the page and click on Portfolio. Then click on Resume Builder.

(iv) On the left hand side of the page, you will see 12 blue boxes, each a different main heading of a resume. Click on each box, fill in the information and be sure to save it. Be sure to use proper grammar, spelling and punctuation!!

(v) When you have completed filling in all the information in all the heading areas, go to the bottom of the tool bar and click on Format& View (it is the first button under YOUR RESUME).

(vi) Walk through the 4 steps to complete and print your resume. Staple the pages together and submit your resume to your Planning 10 teacher.