

RESUME MARKING SHEET

Student: _____ Block: ____ Date: _____ **MARK: /40**

PERSONAL PROFILE /3

- Correct capitalization
- Correct spelling
- No typographical errors

CAREER OBJECTIVE /3

- Student has typed in "***Interested in a position as a _____ to further develop my employability skills***".
- Correct spelling
- No typographical errors

EDUCATION /4

- Student has typed in the following:
 - School > **Enver Creek Secondary**
 - Grade Level > **Currently in Grade 10**
 - City > **Surrey**
 - Start Date > **State when you enrolled at EC**
 - Completion Date > **State when you expect to graduate from EC**
- Student lists related courses
 - Description (optional) > **Related courses:** ____ *
- Correct capitalization
- Correct spelling
- No typographical errors

SKILLS AND ABILITIES /12

- Skill/Attribute 1
- Demonstration of Skill/Attribute 1
- Skill/Attribute 2
- Demonstration of Skill/Attribute 2
- Skill/Attribute 3
- Demonstration of Skill/Attribute 3
- Skill/Attribute 4
- Demonstration of Skill/Attribute 4
- No use of "I's"
- Correct capitalization
- Correct spelling
- No typographical errors

EXTRACURRICULAR ACTIVITIES AND/OR HOBBIES & INTERESTS /10

- Activity 1
- Description of Activity 1
- Activity 2
- Description of Activity 2
- Activity 3
- Description of Activity 3
- No use of "I's"
- Correct capitalization
- Correct spelling
- No typographical errors

AWARDS & CERTIFICATES /4

- Specific name/title and date of award is given
- Correct capitalization
- Correct spelling
- No typographical errors

VOLUNTEER EXPERIENCES AND/OR WORK EXPERIENCE /6

- Information is complete
- Work description is point form and includes "Action Words" from handout
- No use of "I's"
- Correct capitalization
- Correct spelling
- No typographical errors

REFERENCES /5

- Chosen person is neither family or friend
- Only the following information is included:
 - Mr./Mrs./Ms. full name
 - Job title or position
 - Company/School
 - City & Province
 - Telephone (incl. area code)
- Correct capitalization
- Correct spelling
- No typographical errors

SET ORDER /2

- Student has followed instructions correctly (arranging items in the requested order)

ATTACHMENT /1

- Student has followed instructions correctly (attaching resume to front of instruction sheets)

Name: _____ Block: _____ Date: _____

Computer Lab Activity (“CareerCruising – Resume”) /40 marks

Go to: www.careercruising.com

1. Type in the username “enver” and password “creek”.
2. Click the “Start Career Cruising!” button.



Go to “Portfolio Login” (tab on left side of screen):

You need to store and save all information into a Portfolio so it can be accessed for future use.

1. If you have already created a Portfolio (in a previous class)
 - enter your username, which is your **7 digit student number (e.g. 2005234)** [or possibly your student number with your initials after it (e.g. 2005234hs)]
 - enter your password, which is your **first initial followed by your last name (e.g. hsekhn)**.
 - Click on “Login”
2. If you have not already created a Portfolio previously (do it now):
 - click on “**Create a New Portfolio**”.
 - type in the required personal information
 - follow instructions in #1 (above) for “Portfolio Username & Password”
 - click on “Create Portfolio”


You should now be looking at your “Portfolio Homepage”

Click on >> Resume Builder (back tab, in top left corner of page)

Complete the sections (on left side of page) according to the instructions below:

Warning!

Do not proceed to next section by closing the page X (top right corner of screen) because this will exit you from the website entirely.

Instead, click on the next tab (on left side of page) & if you need to go back to a previous screen, click on the back button  (top left corner of screen).

Remember to click on “SAVE” after you have entered information for each section.

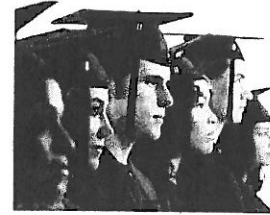
1. Complete **Personal Information**:
 - use proper capitalization (e.g. Avenue, Street, Surrey, V3S 8X2)
 - use an e-mail address only if the one you have is appropriate (i.e. e-mail addresses like “twinkletoes”, “studman”, “hottie”, etc. are NOT appropriate)
2. Complete **Career Objective**:
 - Type in the following:
 “Interested in a position as a ___*___ to further develop my employability skills”.

* Fill in the blank with a hypothetical job title (e.g. a part-time job you could possibly apply for in the next two years).

3. Complete **“Education”**:

Type in the following information:

- School > **Enver Creek Secondary**
- Grade Level > **Currently in Grade 10**
- City > **Surrey**
- Start Date > **State when you enrolled at EC**
- Completion Date > **State when you expect to graduate from EC**
- Description (optional) > **Related courses:** ____*



* Fill in the blank by listing courses you are taking that relate to this job

(Optional)*: Bonus marks will be given for the sections indicated below. Only current information (within the last year) should be included. Do not fabricate information as employers expect a resume to be an honest description of you.

4. Complete **“Work Experience” (Optional)***:

- “Work Description” is point form (no I’s) – separate information using a semicolon (;)
- Refer to the page of “Action Words” included in your Student Handouts package & use these words to complete the Work Description
- Note: Program will automatically list Experiences in reverse chronological order, if more than one work experience is listed

5. Complete **“Volunteer Experiences” (Optional)***:

- “Work Description” is point form (no I’s) – separate information using a semicolon (;)
- Refer to the page of “Action Words” included in your Student Handouts package & use these words to complete the Work Description
- Note: Program will automatically list Experiences in reverse chronological order, if more than one work experience is listed

6. Complete **“Awards and Certificates” (Optional)***:

- Specific name/title and date of award is required
e.g. 1st Place Youth Division: Surrey Classic Tennis Award (2007)



7. Complete **“Extracurricular Activities” and/or “Hobbies & Interests”**

- State a total of 3 activities only (from the lists provided or “enter your own”)
Choose the activities that you think are the most relevant to the type of part-time job you might apply for during high school

Note: *Extracurricular Activities* are those that are school-related/sponsored, whereas *Hobbies & Interests* are activities you do outside of school on your own time

- Use point form (no “I’s”) & specifics to describe the activity
e.g. Rugby: Member of Enver Creek Rugby Team and Surrey Beavers Rugby Team
e.g. Dance: Student at Jasraj’s Bhangra Studio

8. Complete **“Skills & Abilities”**:

- Select only 4 for this resume
You must decide which are your most important Skills/Attributes for the type of part-time job you might apply for during high school
- Use point form (no I’s) & specific examples to demonstrate how you have applied these skills
e.g. detail-oriented: Score well on class assignments involving maps, diagrams, editing materials, lab experiments, etc.
e.g. organized: Use agenda regularly to record homework & refer to it to prepare well for classes; make school lunch ahead of time; keep course notes filed in order & in sections

9. Complete “References”:

- **Do NOT** use a family member or a friend as a reference; choose an adult who will be able to communicate effectively if called upon (e.g. coach, instructor, teacher)
Remember: Obtain person’s permission to use them as a reference

- Include only the following:

- Full name (including: Mr. or Ms. or Mrs.)
- Job title or position (whichever is most appropriate)
- Company/School (if applicable)

Examples:

- e.g. Mr. Chang
Tennis Instructor
- e.g. Mrs. Smith
Grade 10 Teacher
Enver Creek Secondary
- e.g. Ms. Sidhu
Manager
McDonald’s Restaurant

- City & Province
- Telephone Number (including area code)

- Click on “Save” - it’s time to wrap things-up! (this task is almost done)



10. On the “Resume Builder” page, under “Your Resume” (grey heading in bottom left corner, under tabs) click on “Format & View”:

Step 1. Choose Resume Style

- Click on the style you prefer

Step 2. Select Sections to Include

- Click on checkmark for “Additional Information” to omit this heading from your resume
- Do the same for any of the “Optional” sections and Extracurricular Activities or Hobbies & Interests (if you have not included information in these sections)
- Click on >>“Set Order” (in blue letters)

Read the instructions at the top of the page to reorder items as follows:

“Your Order”

1. Career Objective
2. Education
3. Skills and Abilities
4. Extracurricular Activities
5. Hobbies & Interests
6. Awards & Certificates
7. Volunteer Experiences
8. Work Experience
9. References



Step 3. Select References Option

- The box for “List References” should already be checked (be sure it is)

Step 4. Preview Resume

- Take a look – proofread carefully! Use the “Resume Marking Sheet” as a guide
- If changes are necessary close the resume screen by clicking on the X (top right corner); you will be returned to the Resume Builder page; click on any tab to “edit” information in the section

Before you proceed to Step 5, please add your name to the “Printers List”(on the front board) and wait your turn.

Step 5. Print or Export Resume

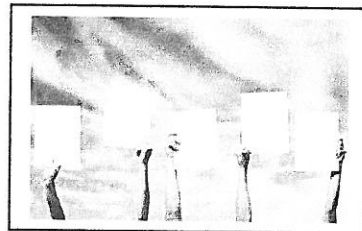
- Click on “Print/Export” button (& select “Option 1. Print Your Resume”)
- Follow the instructions on the page (you can also click on printer icon at top of page to print)



Congratulations!

You are now the proud owner of a decent resume.

- Staple your resume to the front of this Computer Lab Activity instruction sheet and then staple the Resume Marking Sheet” to the front of your resume. and submit to the teacher for marking.



11. After your resume is marked and returned to you:

- make any corrections necessary and print a second copy
- insert your resume into your **Graduation Transitions Student Booklet** (in appropriate section at back of booklet)
Important!
- make note (on page 14) that you have completed this transition-related activity
Here's how:
 - Find “Job-seeking documents” in “Activity” column
 - Next to this column you are to state “Specific Examples” – so you will print neatly & in small letters, the following:



Planning 10 - Resume

- you will need to update this resume over time, so that you will have a current/relevant copy to use when applying for a job in the future