

Career Cruising Resume

Cross off each step after you complete it, then move on to the next one.
Questions? Ask 3 students before asking your teacher.

1. Login to your CareerCruising.com account.
2. On the top right corner, click *My Account*.
3. Enter your correct first and last name and all your contact information. This is the information that will appear on your resume. (*Please capitalize properly!*)
4. On the left side of the light blue bar, click *Build My Resume*.
5. Use your resume marking sheet to identify which sections need to be included in your resume. If there are any sections listed that should NOT appear on your resume (ex: Additional Information, or Work Experience if you have none), unclick the blue check box.
6. For each section, click the down arrow next to the section heading and input your information. (*Remember not to use first person: "I" "we"*)
 - a. Use point form
 - b. Enter an example for all Skills and Extra-curricular activities/Hobbies
7. In the *References* section, click *Add a reference*.
8. Type in the information you collected from your first reference (from your Hamburger Heaven Application form).
9. Repeat step 8 to add you second reference.
10. When all information is entered, click *Format and Print*.
11. Choose a resume style.
12. In the *Set Order* Section, check to see if the order matches the order on your Resume Marking Sheet. If it does not, drag and drop the headings until the order is correct.
13. On the right side of the page in the blue bar named *Resume Print and Export Options*, click *Microsoft Word*.
14. Save both your resume and your references to the computer on which you are working.
15. Open your resume and change the bullets by doing the following:
 - a. Highlight any text that is bulleted
 - b. Right click (on a Mac, command + click) and select *Bullets and Numbering*.
 - c. Choose a style of bullet that is more professional than what Career Cruising gave you.Ex:
 - OR
 -
16. Run a spell check.
17. Make sure everything on your resume is aligned and looks professional.
18. Do steps 15 & 16 with your references. (Your references should be on a separate page and have a heading that's identical to what you have on your resume.)
19. Have a friend proof read your work before you print. Check for any of Ms Phillips's "pet peeve" mistakes (capitalization, spelling, first person, full sentences, informal language or examples).
20. Print.
21. Revel in the joy that comes from having finished your resume!