

## CareerCruising Resume Builder

Log in to [www.careercruising.com](http://www.careercruising.com) (using your same login and password that you created).

Click on “My Account” and select “Profile”. Make sure your information is correct and add your address. Ensure there are no punctuation or capitalization errors. This is what will print out at the top of your resume. \*\*If you have another email account that you use on a regular basis, use it if you like. Hit “save” if you made any changes.

Select “Build My Resume” on the blue banner at the top.

Click on “Career Objective”. Type something along the line of: “To obtain part-time employment and to perhaps continue with full-time work in the summer.” Hit “save”.

Next, go to “Education” and then “Add Education”. Put in the info for grade 9 (start date: September, 2014 and end date: “To Present”). If you wish, you can put in your middle schooling as all one entry (Start date: September, 2011 and end date: June, 2014).

For “Awards and Certificates” add things such as: Student of the Month, Principals Awards, First Aid Training, a babysitting course, Lifeguard Training, etc.

You should try to fill in something within every blue tab. You may not have much work experience, but you can include chores you do around your home like mowing, shoveling, etc. (that you don't get paid for) . or anything that you get paid for from other people.

Extra Curricular Activities – sports that you are involved in, drama, clubs  
Hobbies and Interests – Reading, writing, drawing, working on cars, etc.  
Skills and Abilities – Playing musical instruments, special talents, etc.

Use drop down menus when possible. Look for “Include Comments” to check that off or they won't
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Additional Information: You can add something like: “I look forward to hearing from you.”, what your future plans are, why you wish to work to earn money, etc.

References: For the sake of this assignment, you will use me as a reference but you are supposed to ask permission ahead of time if you are going to use somebody else on a reference you will be really using.

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Print your resume by exporting it to a Word Document.

Print your references by exporting it to a Word Document. Staple them together.