**Resume Builder Activity**

1. From the **About Me** tab at the top, click on **Resume** under **Interesting Things About Me.**
2. You will create a new resume template. State by selecting a category from the “add a new entry” box in blue:
   1. The categories of **Education** and **Skills/Academic Achievement** are required.
   2. Other categories are optional at this point – if you have something to add (like athletics, volunteering, church activities, babysitting or other employment), go ahead and add it!
   3. Use the **Add to** **Resume** button at the bottom of the screen to add your information to your resume.
3. When you’re finished entering all of your information, select the **Customize Your Printable Resumes** tab in the middle of the screen.
4. Select **Create a New Print Format**.
5. Title this version of your resume “Sophomore resume”
6. Select either **Format** – your preference!
7. Choose an option for **References**.
8. Select all categories of information that you’ve entered by selecting the checkbox next to it.
9. Click on **Save and Close** at the bottom right of the page.
10. On the next screen, click on the printer icon under “**View/Print**” to take a look at what you’ve created.

This resume will be updated in the fall of Junior Year and put with your CRLE request to send in to the Chamber of Commerce.