

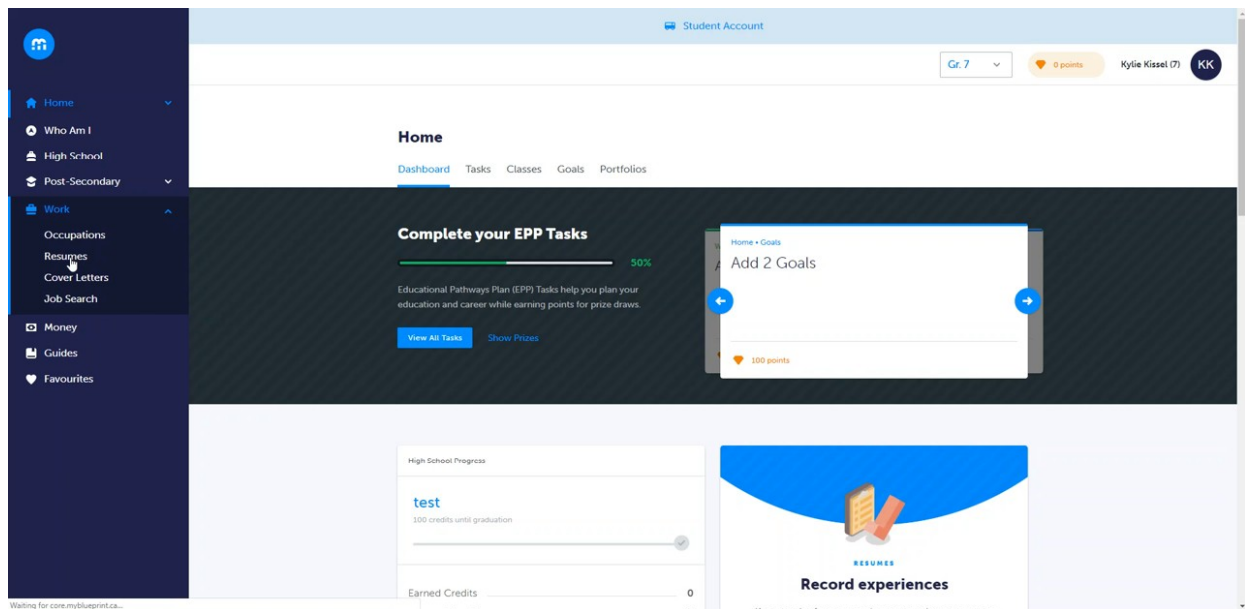
myBlueprint Resume Jr High

Step-by-step guide based on the Wolf Creek training video

Before you begin: Sign in with your Wolf Creek Google account when the service offers Google sign-in.

STEP 1 Open the résumé builder

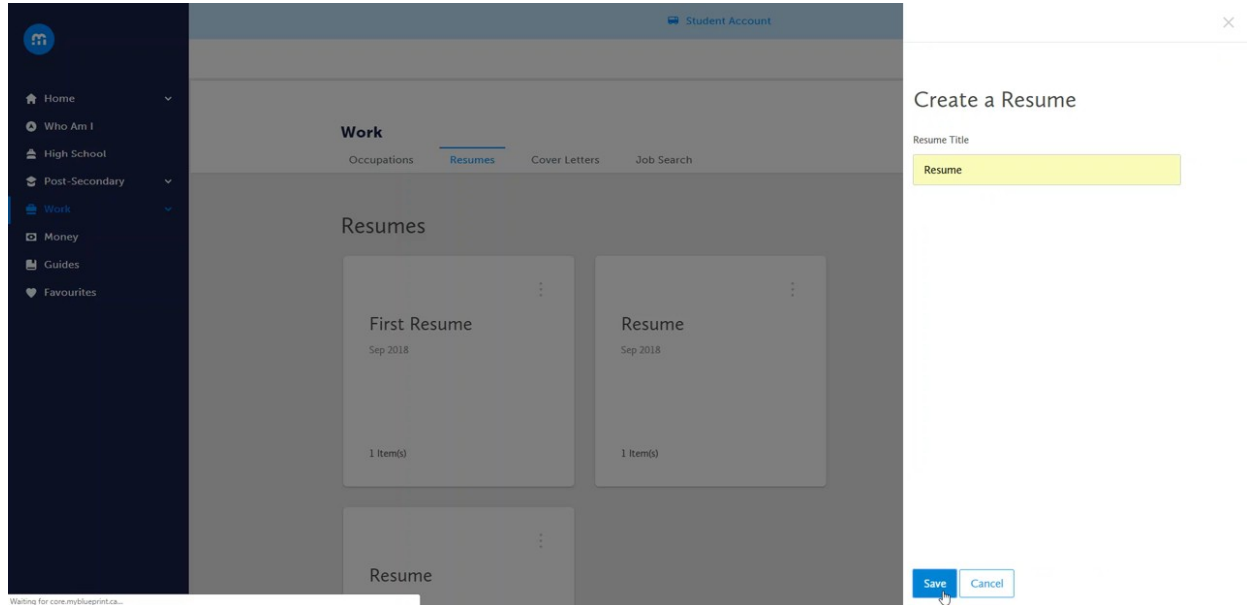
From your myBlueprint portfolio, open Résumé.



Open the résumé builder.

STEP 2 Add your information

Enter your education, experience, skills, and activities.



Add your information.

STEP 3 Review the layout

Check each section and correct missing or outdated details.

The image shows a screenshot of the myBlueprint Resume Jr High interface. On the left, there is a sidebar with a list of resume sections: Contact Information, Objective, Education, Work Experience, Extra-Curricular, Volunteer Experience, Skills and Abilities, Achievements, Certifications, Hobbies and Interests, and References. Below this list is a 'Switch Order' button. The main content area is divided into sections for Education, Work Experience, Extra-Curricular, and Volunteer Experience. Each section has a description and an 'Add' button. The 'Add Extra-Curricular Activity' form is open on the right side of the screen. It includes a 'Name of Activity' field, 'Start Date' and 'End Date' fields with calendar icons, and a 'Leave blank for current' option. There is also an 'Add Descriptions' button and 'Save' and 'Cancel' buttons at the bottom.

Resume Sections

- Contact Information
- Objective
- Education
- Work Experience
- Extra-Curricular
- Volunteer Experience
- Skills and Abilities
- Achievements
- Certifications
- Hobbies and Interests
- References

Switch Order

Education

List where you have gone to school, or the school you are currently attending.

+ Add Education

Work Experience

Provide company name, your title, dates of employment and a description of your specific tasks, responsibilities, and accomplishments.

+ Add Work Experience

Extra-Curricular

Extra-curricular activities demonstrate that you are a well-rounded student that looks for new ways to interact with others beyond the classroom.

+ Add Extra-Curricular Activity

Volunteer Experience

Add Extra-Curricular Activity

Add Need Help?

Name of Activity

Start Date End Date

Leave blank for current

+ Add Descriptions

Save Cancel

Review the layout.

STEP 4 Save or export

Save the résumé and use the available export option when required.

The screenshot displays the 'myBlueprint Resume Jr High' interface. On the left, a sidebar titled 'Resume Sections' lists various categories: Contact Information, Objective, Education, Work Experience, Extra-Curricular (highlighted in blue), Volunteer Experience, Skills and Abilities, Achievements, Certifications, Hobbies and Interests, and References. Below this list is a 'Switch Order' button. The main content area shows the 'Extra-Curricular' section with a '+ Add Extra-Curricular Activity' button. Below that is the 'Volunteer Experience' section with a '+ Add Volunteer Experience' button. The 'Skills and Abilities' section follows, with a '+ Add Skill' button. The 'Achievements' section is partially visible at the bottom. A 'Preview Resume' button is located at the bottom right of the interface.

Save or export.

Finished

The task is complete. Review the final screen to confirm the expected result.