



Developing Your Resume

OPTIONS:

1. Are you inexperienced with a computer? Do you need a template to follow?

- Log onto the Internet
- Go to My Blueprint: <http://www.myblueprint.ca>
- If you haven't set up an account already, click on NEW USER and enter the ACTIVATION KEY:
lindsaytc (then click on create account)
- Select your grade from the pull down menu and click on NEXT STEP
- Put in your LTCHS FIRST CLASS email address eg) goodc123@rdpsd.ab.ca
- Use the SAME PASSWORD you log into the computers with: eg) ab987123
- Fill in the rest of the information as required on the left side of the screen. Click on EACH ONE and fill in the information and build your resume.
- Preview your resume at the end, check for errors and print. Have a teacher/parent check for errors. You have a couple of options of resume styles to print out.

2. Are you experienced with a computer and can use templates?

- Open up Microsoft Word
- Under the "Office Button", choose the "New" option
- Choose "Resumes" and "CV" under the templates option
- Scroll through the templates and download one that suits your needs
 - i. If you haven't had any (or many) jobs, use a FUNCTIONAL RESUME template
 - ii. If you have had a few (more than 3 jobs) you can use a CHRONOLOGICAL RESUME
 - iii. *As a high school student, it is generally better to use a FUNCTIONAL, as it will highlight your skills and abilities, rather than focus on entry level jobs.*
- Fill in the blanks with your appropriate data

3. Do you want to build your resume from scratch?

- Come to the Career Centre and access the resume books/resources
- Examples are given for formatting
- Words to use to give power to your resume and make it stand out – See Mrs. Visser!

A quality resume takes time to build! Take the time NOW and make your resume stand out from everyone else!