

Name _____

Instructions: Log in to CareerStarter. Click on “Profile” in the navigation pane. Then, build your resume by adding current and relevant information to your profile and answering the reflection questions.

Fill out the following sections on your profile.

Personal Statement: Write a short paragraph that introduces who you are and what you’re working toward. (Tip: Share your career goals, what interests you about the industry, and what makes you motivated to succeed.)

Experience: Add any new work, internship, or volunteer experience you’ve had since your last update. (Tip: Include where you worked/volunteered, your role, and what you learned or accomplished.)

Training and Education: List any CTE courses or relevant classes you’ve taken recently. (Example: Construction, Welding, Electrical, Carpentry, etc.)

Skills: Think about what new skills you’ve learned in class, on the job, or through extracurriculars. Add both **technical skills** (e.g., blueprint reading, tool usage) and **soft skills** (e.g., teamwork, time management).

Credentials, Certifications & Licenses: Include any NCCER credentials or other certifications you’ve earned such as OSHA 10/30, Forklift Certification, Core, etc.

After completing the sections, answer the following reflection questions.

1. Why is a resume important?
2. How does your resume highlight the skills and experiences that make you a strong candidate for your desired career?
3. Which section of your resume do you think will stand out most to an employer, and why?
4. Did creating your resume reveal any gaps in your experience or skills? How might you work on filling those gaps?
5. How do you think having a complete resume will help you in applying for jobs or apprenticeships?
6. If you were an employer reviewing your resume, what impression would you have?