Resume Writing Workshop Instructions

1. Fill out the Resume Writing Workshop Worksheet.
    a. You can work alone or in a group. Just fill out one per person.
    b. Use the Sample Resume Content and Resume handouts for ideas.
    c. Also use the Verbs List For Resumes & Letters handout for additional action verbs.

2. Download the Sample Resume Content and Resume Template from the Prospect Guidance webpage to My Documents (so you can easily cut and paste the information to your new resume).
    a. Open up a browser, and go to www.prospect.cuhsd.org
    b. On the top of the page, click on **Guidance**.
    c. On the right of the page, click on **College and Career.**
    d. In the center of the page, click on **Resume Template** and open it.
    e. **Save As** <put your name here>Resume.doc in the My Documents folder. i.e. new resume filename: Betsy Resume.doc.
    f. In the center of the page, click on **Sample Resume Content** and open it.
    g. **Save As** Sample Resume Content.doc in the My Documents folder.

3. Copy your old resume, (if you have it) to the My Documents folder.

4. Open your new resume document.
     IMPORTANT: Keep the resume format by leaving some old characters on the lines while you paste the new content. Then remove the old content characters, keeping the format.

5. Replace Resume Template information with your information from the Resume Writing Workshop Worksheet, Sample Resume Content, and/or your resume.

6. Save your updates. Print your completed resume or your final resume at the end of the workshop.

7. If possible, get your completed resume checked by a College and Career Center volunteer.
8. Email your resume to yourself on Schoolloop. Before you exit Schoolloop, go to the next step.

9. If your resume is completed and you would be willing to have your resume as a model for other students, copy your resume to the Schoolloop group Writing Resume Workshop by:
    a. In the upper right corner of your Schoolloop portal, click on **Groups**.
    b. On the right of the screen, scroll down and click on the **Writing Resume Workshop** group.
    c. On the right center, click on the **Student Resumes** folder.
    d. Put your curser over **Add Resource**, highlight and click on **file**.
    e. Put the name of the file in **Display Name** field and click **browse** to find the file then click **upload** to upload it.

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