

## Online Portfolio Instructions

### Resume Section

Your resume should give an overview of your educational and work experience, while highlighting skills that are relevant to your career objective.

**Under the resume tab, you should have the following sections.**

#### **Career Goal or Objective**

Write a single sentence that clearly summarizes your career goal or objective.

#### **Education**

List our high school name and city. Put the years of attendance and list relevant coursework.

List your colleges of interest. Include the college name and program of study.

#### **Work/Volunteer Experience**

List in reverse chronological order any work experience. Include your job title, dates of employment, and responsibilities.

You may omit any experience that you do not think is relevant.

#### **Skills (Languages/Certifications)**

These items can be covered in separate sections as well.

List any specific skills that are relevant to your career objective.

If you are proficient in another language, include the language and your level of proficiency.

If listing a certification, include the specific certificate name and the date in which you earned the certificate.

**You may also include the following sections.**

#### **Academic Highlights & Awards**

You can include things like honor roll, AP classes, academic clubs, and special awards. Include dates of any awards or honors.

#### **Extracurricular Activities (Hobbies/Interests)**

You can include things like sports, clubs, activities that might demonstrate leadership.

You can also include related hobbies and interests.

When you prepare to release your online portfolio to the public, you will also want to make sure that your contact information is located clearly at the top of the page. This is in addition to your name at the top of the site.