

INSTRUCTIONS FOR USING *CareerCruising* with Build My Resume

1. Go to:	www.careercruising.com
2. Enter user name:	Manitoba154
3. Enter password:	careers
4. Click on	<i>Login to my plan</i>
5. Click on	<i>Create my plan</i>
6. Fill in:	<i>My info</i>
7. Write down/record on line 8:	Your username and password
8. Username:	Password:
9. Click on:	<i>Create my plan</i>
10. Read, agree, check:	<i>End user agreement</i>
11. Click on:	<i>Build my resume</i>
12. Click on and complete:	<i>Career objective/add comment</i>
13. Complete:	All categories by clicking on pencil on right
14. Click on and complete:	<i>Add a reference</i>
15. Click on:	<i>Format and print</i> (try all 3 styles if you like)
16. On the right side, click on:	<i>Microsoft Word</i> (under Print/export options)
17. Click on:	<i>Save your resume</i> , then <i>Save as</i>
14. Then:	Rename your resume and save to My docs
15. Click on:	<i>My account</i> , then <i>Logout</i>

Other Links:

Volunteer Opportunities: myvop.ca

Paid Employment Opportunities: winnipegjobshop.ca

Resume Evaluation

- Career Objective Concise and Related to Position Being Applied For
- All Resume Content Truthful and Defensible
- Spelling
- Punctuation
- Grammar
- Personal Names, Titles, Salutations
- Business/Other Names, Titles
- Personal Attributes/Skills and Abilities Limited to Three Ideally Related to Position Being Applied For
- Hobbies/Interests Limited to Three Ideally Related to Position Being Applied For
- Resume Limited to Two Pages: Suggestions to Streamline
- Work and Volunteer Experience Descriptions Concise and Impressively Worded
- References Listed and/or Arranged
- Interview Partner Regarding Resume Content:
 - i.e. Tell Me About...(Personal Attribute, Skills Gained at Volunteer or Work Experience, etc.)
- Email Address Professional and Mature (e.g. NOT fairydustonmylittletoes@hotmail.com or chickmagnet44@yahoo.ca, etc.)