**Accessing Your Career Portfolio & Saving Your Resume**

Use **GOOGLE CHROME** to complete this activity

Finishing Your Career Portfolio on [careerzone.ny.gov](https://www.careerzone.ny.gov/views/careerzone/index.jsf)

* Click on **My Portfolio**
* Log in with your information

Open Your Resume

* Click on the resume that you have created
* Next, Open each tab, you will be checking each box so your inputted data will display on your resume.

Personal Info. Tab

* Click the bullet in front of **Home Address**
  + NOT default address

SKIP the Qualifications Tab

* Only because we haven’t used this category yet. It is designed more for your qualifications for a specific job.

Click on the Work Experience Tab

* **Click** the box in front of **each job** you have put in so they will show up on your resume.

Click on the Education Tab

* **Click** in the box in front of **your school** so it will show up on your resume.

UNSELECT Licenses

* We skipped this section for now, we need to make sure it is not turned on.
  + Make sure there is NO mark in the box.

Click on the Associations Tab

* Select all boxes you have data included in.

Click on Awards Tab

* Click on any area you have inputted information.

Click on Other Tab

* Select any information you have added in.

Select Print Preview

* This will allow you to see what your resume is starting to look like.

Yay, you did it! This is just a starting point.

* You can log in to your Career Portfolio and edit it any time.
* This will be a very useful tool for you each time you need a resume.

Display Options

* Select **Display Options**
* This will allow you to **personalize** the look of your resume.
  + You can change your font and layout.
  + Make your choices and choose **apply**.
  + I chose to change my font to Times New Roman

Output Options

* At the bottom of the screen you will see a section **File Type.**
* Change HTML to **DOC**
* **Select** “Save Local.”
* **Select** **Open**

Your resume should open in MS Word.

* Click “**enable editing**” in the yellow bar at the top of the page.
* Save to Office 365 as **resume**
  + File
  + Save as
  + Resume