**Business Communications**

**Part 1 - Steps to Input Your Personal Information & Work Experience**

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

* Click on **My Portfolio** at the top of the screen
* Log in with your information (pw: eagles1)

Log in Success!!!

* Access the **Resume Builder** found on the right side.
* Select **Create New Resume**
* Open the MS Word Files you created the past couple of weeks.
  + Personal Data Form - Page 1
  + Personal Data Form – Page 2

Click on the **Introduction Tab**

* Click **Next**, at bottom right to start inputting your data.

Click on the **Personal Information Tab**

* Resume Title: **Resume 1**
* Resume Type: **Chronological**

Click **on Add New Contact** at bottom of the screen

* Enter your alternative contact information
  + Add your personal home address
  + Fill in all information marked with a yellow bullet
  + Email: use your school email address.
  + When done click on **save**.
    - If you don’t know your address ask your parents for help.
  + Click “**back to resume**”

Back to the **Resume Builder**

* Click **Next**, at the bottom right.
* **Skip** the **Qualifications Tab** for Now
  + Click Next at the bottom right
  + This will move you on to Work Experience

Click on the **Work Experience Tab**

* Click: **Add New Work Experience** at the bottom left.
* Look at **your** Personal Data Form
  + Use the information in your MS Word Personal Data Forms Documents
  + **Add** in all of **your information**
  + **Save** when done.

**Your** Work Experience

* Add in as much information as you can.
  + Make sure to fill in all of the **required** information at the **yellow bullets.**
* Add work experience for each job you have had.
  + Keep **saving**.

**Next class** we will input

* Education
* Awards
* Other
* Finish your resume