**Business Communications**

**Part 2 – Finishing Your Career Portfolio**

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
* suggested password: eagles1

Log in Success!!!

* Access the Resume Builder
* Resume Builder – Choose **Resume 1**

Click on the – **Intro. Tab**

* This tab allows you to choose the resume name and format.
* You may also choose to use your default contact info (FCS address) or alternative personal contact information.

Resume Builder – **Personal Information Tab**  
- choose Home Address, not default contact  
- @ the bottom click **NEXT**

**Qualifications Tab**

* You may skip the Qualifications Tab for Now
* @ the bottom right click **NEXT**

**Work Experience Tab**

* This should have been completed last week. If you didn’t get it done, you can do it now.
* At the bottom left: **Add New Work Experience**
* Look at your Personal Data Form Sheets and add in all of your information
  + 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 (paid or unpaid).
* Keep **saving** every time you input information.
* @ the bottom right click **NEXT**

**Licenses Tab**

* **Unselect** the checkmark.
* **Skip** the rest of this **page**.
* @ the bottom right click **SAVE** and then **NEXT**.

**Associations Tab**

* List any Clubs or Teams you are involved in and years involved.

**Awards Tab**

* Click **Add New Award**
* Add **Award Title** and **Year Obtained**.
* Click on **Add New Award** to add **more**.
* @ the bottom click **SAVE** and then **NEXT.**

**Education Tab**

* Click “**Add New Education**”
* Input all information marked with **Yellow Bullets** to the best of your ability.
* At Degree Type: **Expected Date of Graduation: 20??**
* Click **SAVE**, then **Back to Resume**

**Other Tab**

* Add your **skills** and **abilities** here.
* For example: your words per minute, computer software you use, personal skills etc.
* Click **SAVE** and then click on **Back to Portfolio**.
* Next week we will be working with Print Preview.