



Congratulations! You are finally graduating! Now what is your plan?

Directions:

1. Go to platform.majorclarity.com
2. Scroll below the Sign In box & choose "Continue with Google."
3. This will take you to your WakeID portal to log in then it will direct you back to Major Clarity.



Part I: Resume Building and Updating: Use the Resume Builder to build and/or update your resume to send to employers.

1. Choose **Your Resume** from the dashboard



Remember that Resumes need to be updated frequently! All the components that are entered today can and should be updated at any time.

View resume

Basic Information
Click to expand and complete the form.

Experience
Click to expand and complete the form.

Education
Click to expand and complete the form.

Skills
Click to expand and complete the form.

Contact
Click to expand and complete the form.

1. **Basic information:** Click on the + sign to expand this section
 - a. Make sure your name is spelled correctly
 - b. Type the email address that you will check regularly
 - c. Enter the phone number that you will answer
 - d. Complete the objective statement: Major Clarity gives an example that can be used.

Example: *To obtain a part-time child care position in a business or for a family that allows me to build upon my prior experience, as well as utilize my strengths in organization, problem solving, interpersonal communication, and flexibility.*

2. **Experience:** Click on the + sign to expand this section. This is your opportunity to share all your work and volunteer experience. You the **Resume Word List** to help you describe your experiences.

Company name

Company location

Start date **End date**

Job title

What you did

Example: Company Name – St. Raphael’s Catholic Church

Company Location – Raleigh, NC

Start Date: March 2014 **End Date:** Present

Job Title: Child Care Assistant

What you did: Assisted Director in the child care center, Provided care for 15 children between the ages of 3 and 4, Organized and managed child activities, planned and Implemented creative projects for the children.

3. **Education:** Click on the + sign to expand this section. In this section you will enter your high school information.

School name
Wakefield High School

School location
Raleigh, NC

Start date **Graduation date**
Tue Aug 01 2017 Mon Jun 01 2020

Degree awarded (College only)
BS Computer Science

GPA
3.72

Honors
National Honors Society, National Science Honors Society, Features Editor for WHS Newspaper, Peer English and Spanish Tutor

Example: School Name – Wakefield High School

Company Location – Raleigh, NC

Start Date: August 2017 **Graduation Date:** June 2020

SKIP Degree Awarded

GPA: This is not necessary but can be included

Honors: National Honors Society, National Science Honors Society, Features Editor for WHS Newspaper, Peer English and Spanish Tutor

2. **Skills:** Click on the + sign to expand this section. Use this section to highlight all your skills and abilities.

Skill group
Business Management

Skills
Separate skills with a comma.
Profit-loss analysis, PowerPoint, Microsoft

Example: Skill Group – Computer & Technical Skills

Skills – Proficient in Microsoft Word, Excel, and

PowerPoint, Proficient in Adobe Photoshop.

3. **Contact:** Click on the + sign to expand this section. Enter your current address in this section.

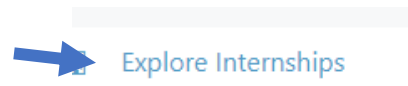
Contact
Click to expand and complete the form.

Your address
20 W Newton St. Richmond, VA 98107

Example: 201 West Newton Street, Raleigh, NC 27614

Part II – Internship Research: Use the Explore Internship tool to research internships available in the area of your career interest.

1. Choose Explore Internships from the dashboard



2. Search by **Program of Study** and **Location** to see what internships are available

Pick an internship from the list and answer the following questions:

1. List some of the duties that this position would be responsible for:

2. List some traits that would be good for you to have and to include on your resume if you were to apply for this position?

3. Give two reasons why you feel like you would be a good fit for this position: