**Part F- Creating your Resume**

1. Click on “Work”, then “Resumes”
2. Read through the Guide and view the Need Help samples
3. Create your own resume following the template and guide
4. You must include at **least three accomplishments for each work and volunteer experience. First work of each accoumplishment MUST be an ACTION VERB.**
5. Order your resume in the following order:

* NAME
* CONTACT INFORMATION
* OBJECTIVE
* EDUCATION
* WORK EXPERIENCE
* VOLUNTEER EXPERIENCE
* SKILLS AND ABILITIES
* ACCOMPLISHMENTS
* CERTIFICATIONS
* EXTRA-CURRICULAR
* HOBBIES AND INTERESTS
* REFERENCES

6) Explore the change design option to see which you like the best.

7) **Add your resume to your portfolio**

8) Click on “Preview Resume”, “Export” to “Googledrive” as word doc.