

Create an Account on the Career Transitions Portal

1. Log-in to the Career Transitions Portal (link is on the ACT Portfolio page---password is **skillsusa**).
2. Tap **create an account** at the top right of the main page.
3. Use your wvact.net email address as your username.
4. Use your 9-digit WVEIS number as the password for the new account.
5. Check the box to accept the Terms and Conditions.
6. Tap the **Create My Account** button.
7. On subsequent visits to the portal page, tap **sign in** at the top right of the page.

Complete the Resume Worksheet

1. Choose **Browse Career Paths** from the light blue navigation bar on the Portal page.
2. Select the career category for your occupational area (see chart on page 4).
3. Scroll through the list and select a career that matches your occupational area and career interest.
4. Review the list of **Typical Activities** and record 5-7 occupational skills you possess in the first section of the Resume Worksheet.
5. Review the list of **Common Tools** and list 5-7 tools with which you are proficient in the second section of the Resume Worksheet.
6. In the third section, provide the requested information for three individuals who have agreed to serve as references.

Create a Resume

A **resume** is a written compilation of your education, work experience, credentials, and accomplishments that can be used to apply for jobs. It is one of the most important pieces of any job application since it is the first impression you make on a potential employer.

Resumes are usually a one-page document listing the applicant's work history, education background, and personal skills. An effective resume lays out a summary of qualifications that will push the hiring manager or employer to move forward toward an interview.

To create your resume:

1. Tap **Write a Resume** on the mid-page menu bar.
2. On the Getting Started page, you will see a blue menu on the right side of the page containing a checklist for each section of the resume. Each item is also a button used to access that portion of the resume.
3. Tap **CONTACT INFO** to open the Your Contact Info page.
4. Complete each line, paying close attention to correct spelling and capitalization. Use your wvact.net address for the email.
5. Tap **Save** at the bottom when you are finished.
6. Review the Contact Info entered. If you've made a mistake or let something out, tap **Edit** to return to the previous screen. If all the information is correct, tap **Go to Next Section**.
7. Since this is a general resume (not in response to a specific job posting), change the name of the **SUMMARY** section to **OBJECTIVE** by tapping the **Rename this section** link.
8. In the text box, enter a statement like "To work as a collision repair technician (filling in the blank

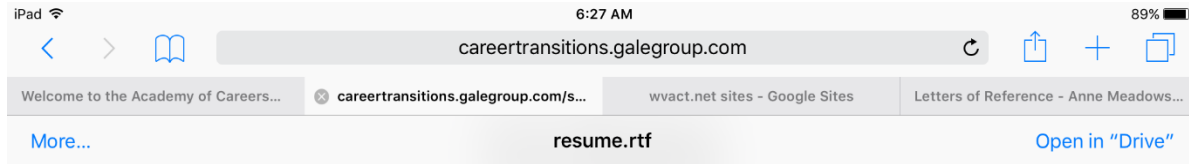
appropriately).

9. Leave the bullet points empty and tap Save.
10. If you've made a mistake or let something out, tap Edit to return to the previous screen. If all the information is correct, tap Go to Next Section.
11. In the EXPERIENCE section, you will enter relevant work experience in reverse chronological order (most recent first). Be sure to include an entry for any co-op or clinical experience you've completed as part of your occupational program.
12. For each job listed, provide the following information:
 - The name of the position you held
 - The name of the company you worked for
 - City and state in which the company was located
 - Month and year you started and left (check the Current Position box if you still work there)
 - List two or three specific tasks you performed at the job, starting the statement with a verb (e.g., Recorded patient vital signs, Performed oil changes and lubrications, Ordered supplies. Etc.)
13. Tap **Save** at the bottom when you are finished.
14. If you've made a mistake or let something out, tap **Edit** to return to the previous screen. To remove the entry from the section, tap **Delete**. To add another position, tap **Add Experience**. If this section is complete, tap **Go to Next Section**.
15. Use the information in your Resume Worksheet to complete the **SKILLS** section. Use 5 – 7 bullets to list skills, then add an additional bullet to list "Trained in the proper use of circular saws, drills, and hand tools and list 3 – 5 tools used in your occupational area.
16. In the **EDUCATION** section, enter the educational institutions you have attended in *reverse chronological order*. List ACT first:
 - Academy of Careers and Technology
 - Beckley
 - WV
 - *start date*
 - May 2017
 - Certificate of Completion
 - *Program Name*
17. In the bullet list, you can list some specific courses you've taken, awards you've won, or special projects you've worked on.
18. Tap **Save** at the bottom when you are finished.
19. If you've made a mistake or let something out, tap **Edit** to return to the previous screen. To remove the entry from the section, tap **Delete**. To add another position, tap **Add Education**. If this section is complete, tap **Go to Next Section**.
20. In **MEMBERSHIPS & AFFILIATIONS**, list any school, church, or community organizations/clubs you may belong to. Skip this section if it does not apply.
21. In **AWARDS & HONORS**, list any as appropriate (National Technical Honor Society member, SkillsUSA competitor, etc.). Skip this section if it does not apply.
22. Tap **Save** at the bottom when you are finished.
23. If you've made a mistake or let something out, tap **Edit** to return to the previous screen. To remove the entry from the section, tap **Delete**. To add another position, tap **Add Award**. If this section is complete, tap **Go to Next Section**.
24. In **REFERENCES**, use the information in your Resume Worksheet to add the required information for your references.

25. At the bottom of the screen, identify the reference type.
26. Tap **Save** at the bottom when you are finished.
27. If you've made a mistake or let something out, tap **Edit** to return to the previous screen. To remove the entry from the section, tap **Delete**. To add another position, tap **Add Reference**. If this section is complete, tap **Preview & Download Resume**.

Save Your Resume in Google Drive

1. When your resume is complete, tap **Download Resume**. The resume will appear in a new tab with an **Open in "Drive"** option in the upper right. (If this option disappears from the screen, tap in the upper-right to make it reappear.)



2. Tap **Open in "Drive"** and confirm the save when prompted. The file will be saved in .rtf format, which cannot be viewed directly in Drive.
3. Download your References the same way.

Convert Your Resume to PDF Format

Unfortunately, the resume and references builders create documents in RTF (rich text format) that can be saved, but not opened, in Google Drive. They must be converted to a more versatile PDF format.

1. Once both documents are saved in your Google Drive, open a new tab in Safari and navigate to **online2pdf.com**.
2. Tap the **UPLOAD FILES** button, select **Google Drive**, then select **resume.rtf**.
3. Tap the gray **DOWNLOAD** button below the filename. The converted file will open onscreen.
4. Tap **More...** in the upper-left corner, and select **Google Drive**. Tap **UPLOAD** when prompted.
5. Repeat for **references.rtf**.
6. Your Google Drive will now contain multiple copies of the resume and references. Remove the RTF versions.
7. Capitalize the first letter in the name of **Resume** and **References**.
8. The Resume and References list are now ready to be loaded into your portfolio site.

Occupational Programs by Career Category

Architecture and Construction

Carpentry, Drafting, Electrical Technician, Masonry

Education and Training

Careers in Education

Health Science

Dental Assisting, EMT, Medical Assisting, Therapeutic Services

Hospitality and Tourism

ProStart, Travel and Tourism

Human Services

Early Childhood Education

Information Technology

Computer Systems Repair Technology

Law, Public Safety, Corrections, and Security

Law & Public Safety

Manufacturing

Welding

Marketing, Sales, and Service

Marketing Management

Transportation, Distribution, and Logistics

Automotive Technology, Collision Repair Technology, Diesel Equipment Technology

Academy of Careers and Technology
CTE Student Portfolio Creation
Resume Worksheet

Log-in to the Career Transitions Portal (link is on the Portfolio page).

Choose **Browse Career Paths**.

Select the career category for your occupational area (see chart on page 3).

Scroll through the list and select a career that matches your occupational area.

Review the list of **Typical Activities** and select 5-7 occupational skills you possess:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Review the list of **Common Tools** and List 5-7 tools with which you are proficient:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

List the names and contact information for three references:

Name _____

Mailing address _____

Phone _____

Name _____

Mailing address _____

Phone _____

Name _____

Mailing address _____

Phone _____