

Objective: Students will create or update their CareerStarter profile and build a resume that highlights their skills, training, and experience.

Materials Needed:

- Student devices with internet access
- CareerStarter accounts for all students
- Reflection question worksheet (optional)

Estimated Time: 30–45 minutes

(Adjust based on student familiarity with CareerStarter)

Activity Steps:

1. Introduction (5 min)

- Explain the importance of a strong resume for job applications.
- Share that CareerStarter helps students showcase their skills and credentials to employers.

2. Log In (2 min)

- Have students log in to CareerStarter.

3. Navigate to Profile (1 min)

- Direct students to click “Profile” in the navigation pane.

4. Complete Profile Sections (20–25 min)

Guide students through these sections:

Personal Statement: Write a short paragraph introducing themselves and their career goals.

(Tip: Include interests in the industry and motivation to succeed.)

Experience: Add recent work, internships, or volunteer roles.

(Tip: Include employer name, role, and accomplishments.)

Training and Education: List relevant CTE courses or classes (e.g., Welding, Electrical, Carpentry).

Skills: Add technical skills (e.g., blueprint reading) and soft skills (e.g., teamwork).

Credentials, Certifications & Licenses: Include NCCER credentials or certifications like OSHA 10/30, CPR, Forklift Certification, Core, etc.

5. Reflection Questions (5–10 min)

Have the students answer the reflection questions at the bottom of the **Profile Setup Guide**.

Teacher Tips:

- ✓ Circulate to provide feedback and answer questions.
- ✓ Encourage students to be specific and professional.
- ✓ If time allows, pair students for peer review.