



12th Grade Career Zone Activity (Spring)

Career
Exploration and
Resume Builder

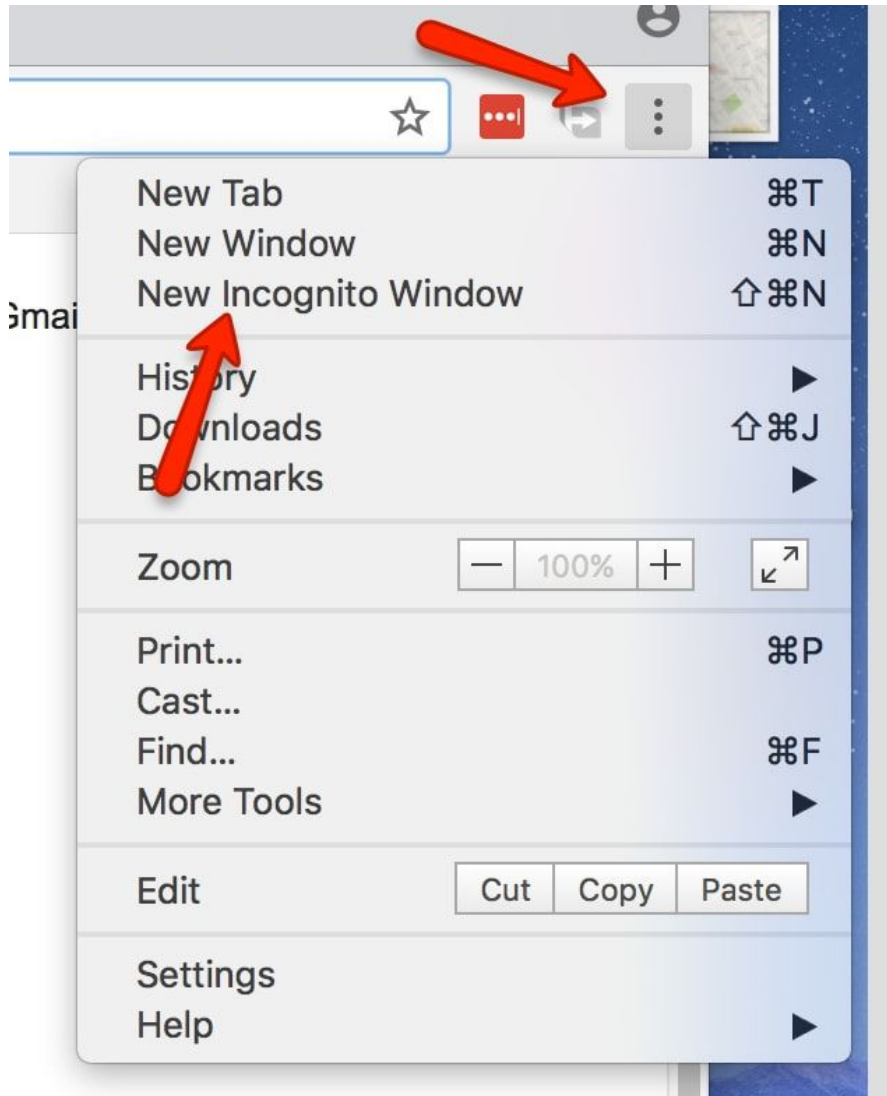
Objective



- In this lesson students will have the opportunity to further explore future careers and develop their personal resume.
- Students will:
 - Explore careers via Career Zone accounts
 - Collaborate about potential careers
 - Work on their own Personal Resume using the Resume Builder on Career Zone

Please ensure all students log into “new incognito window”

- Click on the STUDENT icon - use password "go"
- Click on the 3 dots on the top right of the screen
- Select new incognito window from the drop down menu
- Their screen will have a black background.
- Please see image on next slide for visual directions



Logging into Career Zone

- Students need to go to the following link to access Career Zone: <https://rowland.cacareerzone.org/signin>
- They will then click on the **BLUE** button that says: **“Sign In with Clever”**
- It will prompt students to **“Log In with Google”**. Have students click and sign in using their Google student accounts.
- Students will be prompted to “merge accounts” if they previously had a Career Zone account. You can have them click “Skip this step”

Google Accounts Login Info

- ▶ If students have never logged into Google:
Student Name: John Rowland
- ▶ **Username:** s+ 10 digit ID number@
stu.rowlandschools.org (ex:
s100000000@stu.rowlandschools.org)
- ▶ **Default Password:** Capitalize first letter of first name,
lower case first letter of last name and 5 digit ID
number (ex: Jr12345)
- ▶ Forgotten passwords/Tech problems please call ext
3142 (Tech support)

Resume Builder/Career Exploration

- Once logged in students can begin their career searches.
- Click on the “**Explore**” tab at the top of the page.
- Next, find the category “**California Industry Sectors**”
 - Here students can search careers by industry sector based on their personal interests
- **HAVE STUDENTS CONTINUE CAREER SEARCH FOR ABOUT 15 MINUTES AND THEN MOVE ON TO THE RESUME BUILDER**

Resume Builder



- Have students click on the “**Grow**” link at the top of the page.
- Under the Job Application Tools category, please have them click on “**Resume Builder**”.
- It will say “You have no resumes. Why not **create one.**” Please have them click on the link to create a new resume.
- Students will need to name their Resume and then click on the GREEN “Create Resume” button

Resume Builder Cont.



- Students will now enter in information about themselves and learn the different components of a resume.
- They will enter in Contact Info, Objective, Work experience, Education, etc.
- Please discuss about the importance of each and how resumes can look different depending on the objective.

Logging Off

- Once students have completed their resume or time has run out please have them log out of their accounts.
- Please ensure all students have at least started their resume before you dismiss them.



thank you!