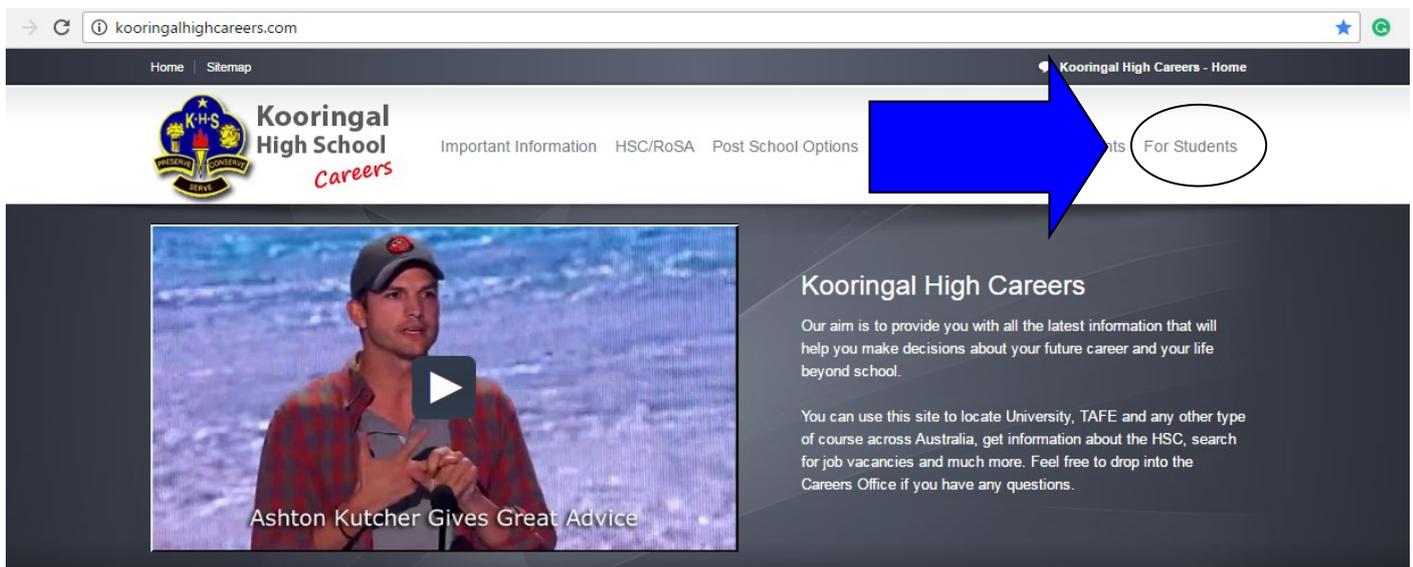


How to create a Resume

1. www.kooringalhighcareers.com
2. Go to **For Students**
3. Then **Student's Secure Area**
4. **Register** using your name and **any** email address

A password will be generated for you—write it down.
Then go to **Create a Resume**, then **Simple Resume**
(ensure you click 'save/next' when you complete a section).



Register or Sign In

Sign in Register

Create new student account
All fields are required

First Name

Last Name

Email (username)

Password Confirm Password

= Year / Group =

Register

How to create a Resume

The screenshot shows the 'STUDENT SECURE AREA' dashboard. The left sidebar contains a menu with the following items: Dashboard, Tests/Quizzes, Career Planner, Career Investigator, Create a Resume, Cover Letters, Digital Portfolio, Job Application, Get/Record USI, and Personal Statement. The 'Create a Resume' option is highlighted. The main content area is titled 'Dashboard' and includes a welcome message to Edward, instructions on how to use the site, and a green button labeled 'School Leavers - Transfer to Digital Backpack'.

The screenshot shows the 'Simple Resume' form. The left sidebar is the same as in the previous screenshot, but the 'Create a Resume' option is circled in red, and a large blue arrow points from it to the 'Simple Resume' option. The main content area is titled 'Simple Resume' and features a navigation bar with tabs: BASICS, EDUCATION, EMPLOYMENT HISTORY, SKILLS & AWARDS, HOBBIES, REFEREES, and DOWNLOAD. The 'Personal Details' section is active, showing a form with the following fields and values:

Name:	Edward Fisher
Street Address:	18 Parkes Street
	KOORINGAL
	NSW
Postcode:	2650
Phone:	0404 777 666
Email Address:	edward.fisher@gmail.com
Date of Birth (Optional):	18/10/1999