

Choices 360: 10th Grade

Career Acquisition

CEW 13.2.11.A

CEW 13.2.11.B

Entrepreneurship

CEW 13.4.11.A

CEW 13.4.11 B



Choices360: Resume Builder

1. Log on to Choices360.com
2. Click on “**Career Planning**”
3. Click on “**Get a Job**”
4. Click on “**Resume Builder**”
5. Click on “**Build a New Resume**”
6. Follow the directions and complete all 10 steps:
 - a. **At step 4, you may have to click previous to add multiple jobs after you create each job.**
 - b. The same goes for step 5, under education.
7. Make sure you **save** your resume when completed.

Choices360: Interview Practice

1. Log on to Choices360.com
2. Click on “**Career Planning**”
3. Click “**Get a Job**”
4. Click “**Job Interview Practice**”
5. Click “**Get Started**”
 - a. Choose **commonly asked questions**, if unsure which to choose
6. Answer all 10 questions by typing in your response
7. Be sure to continue through everything

Choices360: Cover Letter

1. Log on to Choices360.com
2. Click on “**Career Planning**”
3. Click on “**Get a job**”
4. Click on “**Cover Letter Creator**”
5. Select 1 of the 4 options that most applies to you
6. Complete Information, Click “**Continue**”, add relevant information
7. Select “**save**” at the top of the letter when completed

Choices360: Thank You Letter

1. Log on to Choices360.com
2. Click on “**Career Planning**”
3. Click on “**Get a Job**”
4. Click on “**Thank You Letter Builder**”
5. Complete Information, Click “**Continue**”, add relevant information
6. Select “**save**” at the top of the letter when completed