Name

Student ID

Instructor

Period

Student Worksheet: Documenting My Experiences

Objective: Students will document their academic and extracurricular activities, skills, and achievements in My Experiences in preparation to develop a professional resume.

Warm-Up

— Consider the following questions: What academic and extracurricular activities have you participated in? What are your skills and strengths? What awards have you earned?

— List your experiences, skills, and achievements:

Experiences List academic, work, and/or other extracurricular activities in which you've participated.	•
Skills List your skills; refer to the Hard Skills and Soft Skills reference guide for ideas.	•
Achievements List awards or achievements you are proud of.	•

My Experiences

— Log in to **CaliforniaColleges.edu**, navigate to **My Plan** at the top of the page, and click **My Experiences**.

— Add your **Experiences**, **Skills**, and **Achievements**.

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