



## A Guide to e-Profile Creation

### What Is It?

The e-Profile is a tool within Kuder Navigator that you can use to create, select, and share information about yourself with potential work-based learning providers, mentors, career advisors, colleges, employers, and more. Your e-profile is configurable and provides flexibility to include information about your interests, your favorite career themes, resume details, and other career portfolio documents.

### Common Items to Include in Your e-Profile

<ul style="list-style-type: none"><li>• A summary statement or Personal Mission Statement</li><li>• Occupations, majors, and schools of interest</li><li>• Contact information</li><li>• Career assessment results</li><li>• Employment references</li></ul>	<ul style="list-style-type: none"><li>• A completed resume</li><li>• Knowledge and skills that you've mastered</li><li>• Extracurricular activities</li><li>• Work, writing, or artwork samples</li></ul>	<ul style="list-style-type: none"><li>• Certifications</li><li>• Presentations</li><li>• Job applications</li><li>• Cover letters</li><li>• Links to your personal web page, LinkedIn, or Twitter profiles.</li></ul>
--	---	---

### Best Practices

1. Configure and customize your personal e-Profile by selecting from one of the four available color schemes and, optionally, uploading a profile photo.
2. Frequently edit and add to your e-Profile to keep it up-to-date and accurate.
3. Preview your e-Profile to make sure you've included the right information to share. Be sure to proofread or ask someone to help you check spelling or for other corrections.
4. Publish and share your e-Profile link with others to get feedback.
5. Plan for how you will use your e-Profile and how you want to present your documents.

