

Career Activator

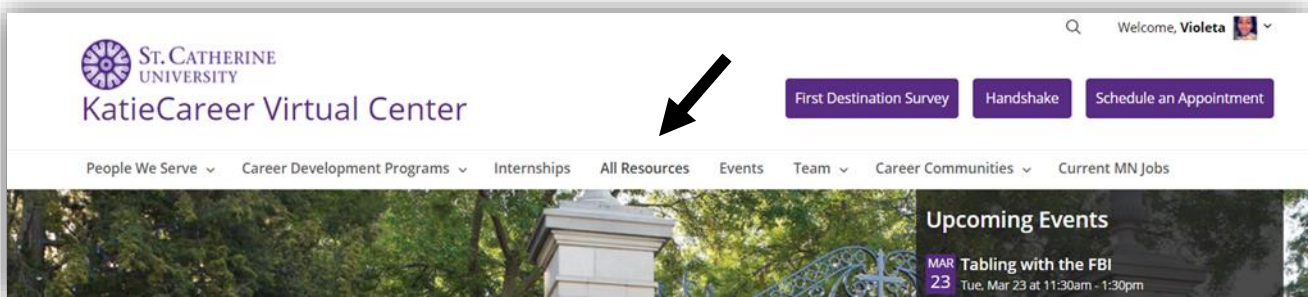
What is Career Activator?

Career Activator is a tool created by Hiration that provides resources such as a Resume Builder, Cover Letter Builder, and a LinkedIn Profile Reviewer.

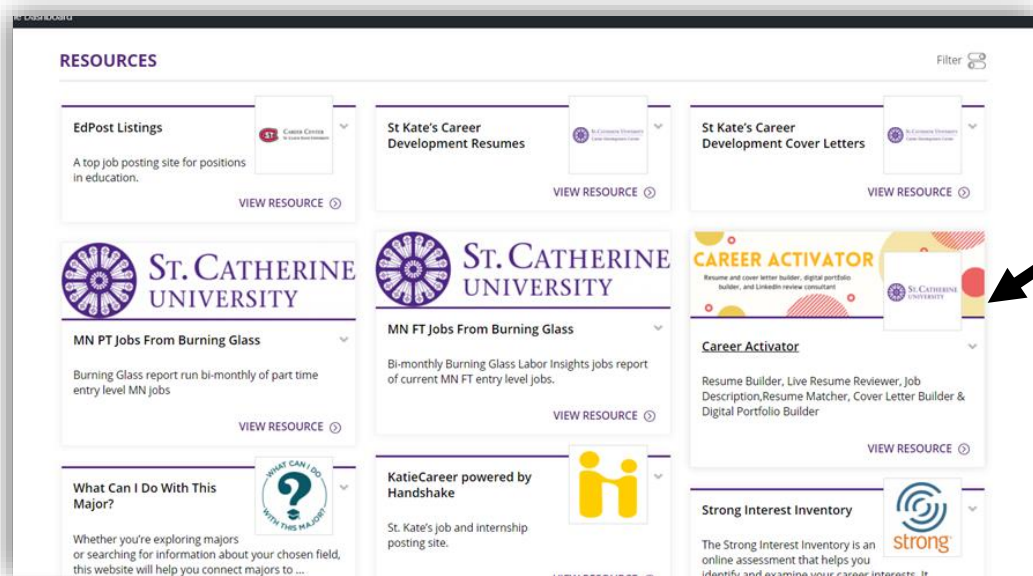
Career Activator – Log-In Information

Log-in on Katie Career Virtual Center

1. Go to the **Katie Career Virtual Center** by navigating the Student page on the St. Kate's website and then clicking the Career Development tab. Click the “Katie Career Virtual Center” action button.
2. Click on “**All Resources**” located on the heading tabs



3. Find Career Activator as one of the first resources listed!



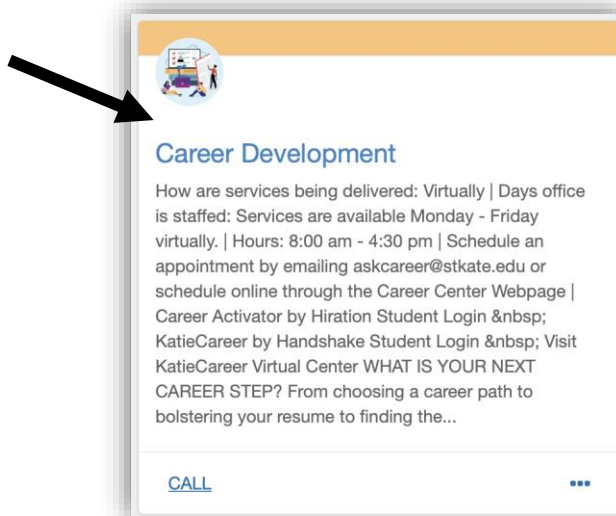
OR Navigate by going on the landing page of KatieCareer Virtual Center, click the fourth button on the banner to see the Career Activator page. Click the “**Take Action!**” button.



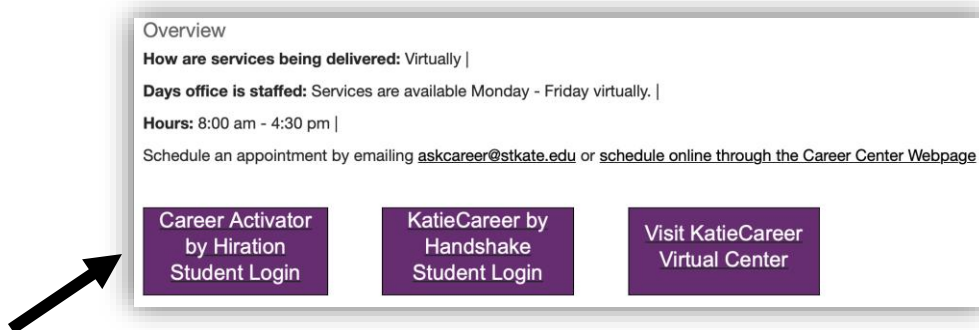
4. Log in to Career Activator using your St. Kate's Credentials

Log-in on Student Success

1. Go to your Student Success account. To get there, go to the student tab on stkate.edu, scroll to the bottom, and then select the "Student Success at St. Kate's" button located under Academics.
2. Log in using your St. Kate credentials and the Student Success website will open.
3. Click the three bars on the top left corner of the screen which will open a drop-down menu. Select the "My Success Network" button.
4. Click the Career Development button under the "Your Services" selection.



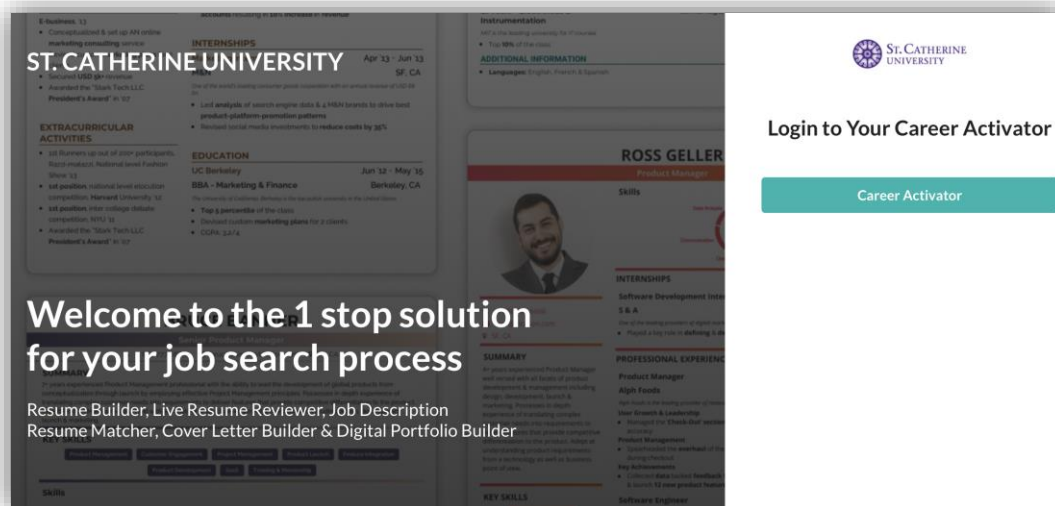
5. Click the "Career Activator by Hiration Student Login" button which will then open up the login page for Career Activator.



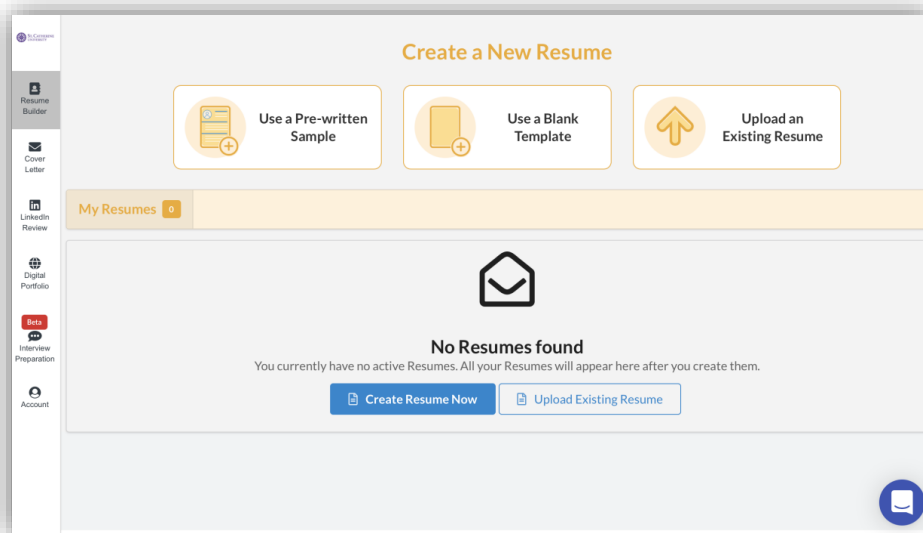
Career Activator – General Overview

How do I use it?

1. To log in, go to stcate.hiration.com, go through the Katie Career Virtual Center, or go through Student Success.
2. To log in, click Career Activator. Use your St. Kate's credentials to log into the Career Activator site.



3. Once logged in, the “Resume Builder” tab will open. The sidebar shows other available features such as “Cover Letter”, “LinkedIn Review”, “Digital Portfolio”, “Interview Preparation”, and “Account”. Select your desired resource.



4. For more specific information on the resume builder, the cover letter feature, or the LinkedIn Profile Reviewer, other knowledge-based articles are available.
5. If you run into any questions, the blue chat button located at the bottom right of the screen allows you to send messages or to search articles that will answer your questions.

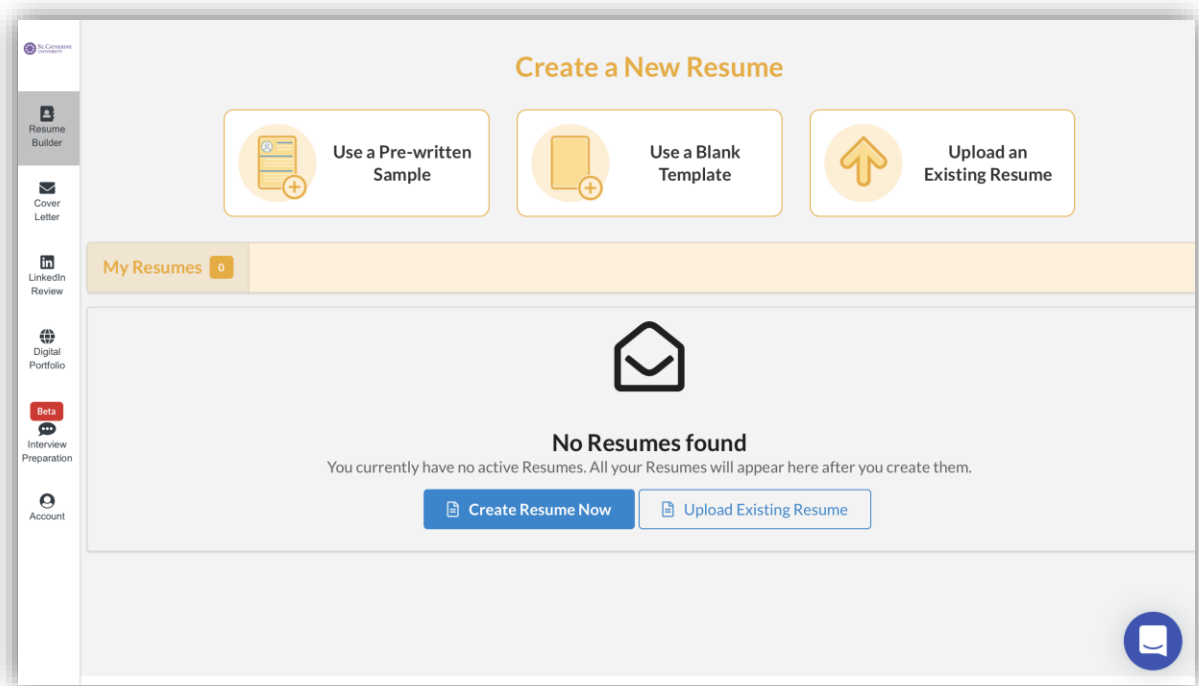
Career Activator – Resume Builder

What is Resume Builder?

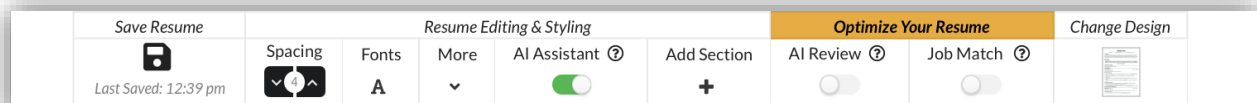
Resume Builder is a tool by Hiration that allows users to create a resume using one of the pre-made templates, using a blank template, or uploading an existing resume.

How do I use it?

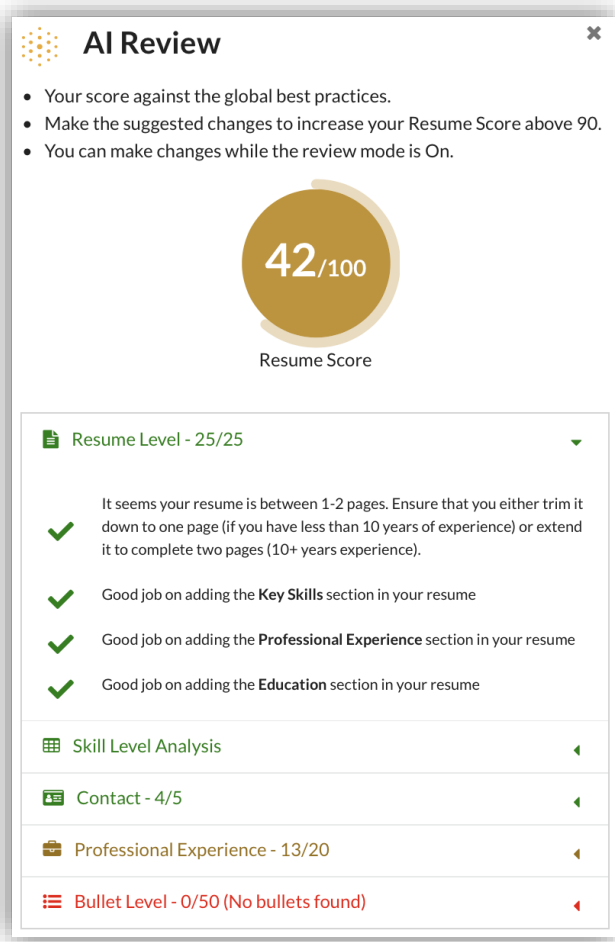
1. Once logged in to Career Activator, click the “Resume Builder” tab located on the left side of the screen. This will provide three different options: Use a Pre-written Sample, Use a Blank Template, or Upload an Existing Resume.



2. Pick the desired template that you would like for your resume, and then choose to edit a blank template or choose from one of the pre-written options
3. Click on the template that you like and fill in all information. To delete sections that are not wanted, hover over the section and then click the trash can icon located to the left of the section
4. To add a section, click the Add Section button and choose what option you would like to add.



5. More formatting options including spacing, fonts, margin size, and paper size.
6. The AI Assistant feature helps predict future words in a sentence and predicts keywords that should be bolded. To turn this feature off, click the toggle button so it does not show any green.
7. The AI Review button scores your resume and shows you what areas could use improvement. Red generally means more work is needed, yellow means there are some areas for improvement, and green means your resume looks good. The score is also broken down to show which sections need improvement.



8. To use job match, click the toggle to turn green. This will then show a menu where you can paste the description of a job and it will then give you recommendations about additional changes.
9. To change the design, click the Change Design button in the top toolbar which will produce a list of other options.
10. To download your resume, click the download button which will produce a PDF version.

***Note: If you convert the downloaded PDF to a Microsoft Word documents or a Google Doc, the formatting may adjust and affect the quality of the resume. To avoid this, make any changes necessary while in Career Activator, and then once the resume is to your liking, download the PDF.

Career Activator – Cover Letter

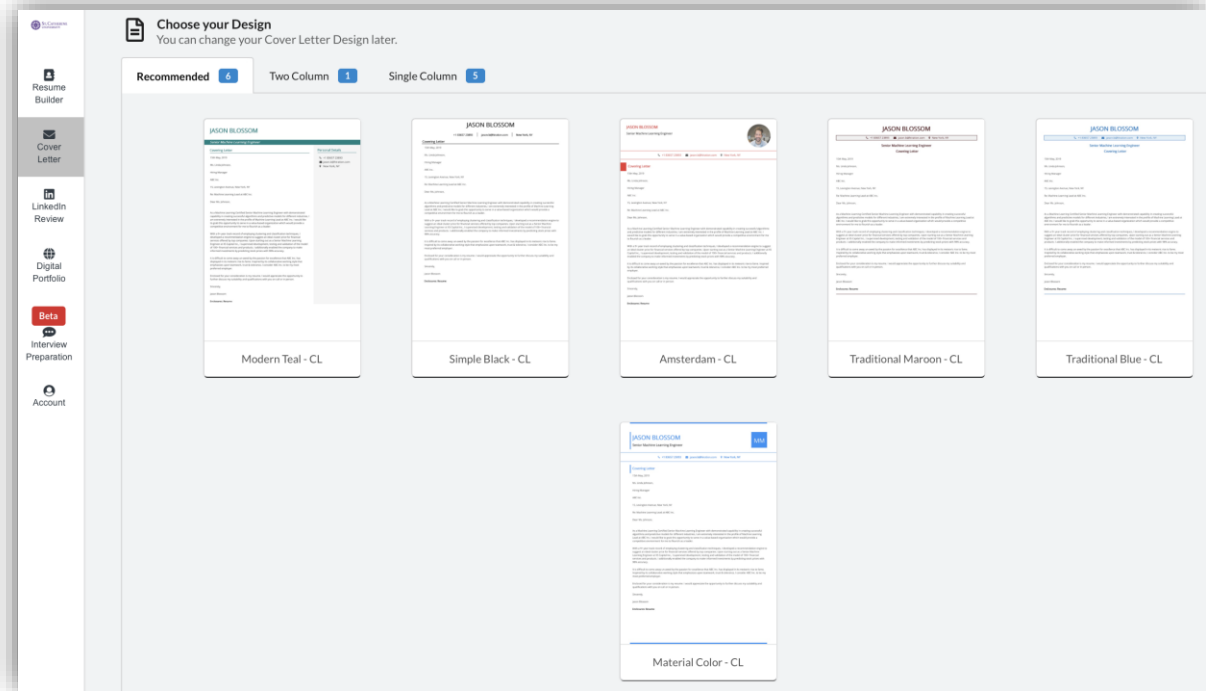
What is the Cover Letter tool?

The Cover Letter tool allows users to create a cover letter using one of the pre-made templates.

How do I use it?

1. Once logged in to Career Activator, select the Cover Letter button located on the left side of the screen and then select the “Use a Pre-written Sample” or “Create Cover Letter Now” button to choose a template.

2. Select a blank cover letter, an instructional cover letter, or one tailored to a specific career which will then open up the cover letter document.



3. Insert any information into the sections, along with adding a section by clicking the plus sign on the left of the section. To delete a section, click the trash can icon on the left side of the section. ***Note: Once a section is deleted, you cannot undo this action.
4. To edit any information, hover over the section and then click where you would like to change any wording.
5. To change the spacing, click the up arrow on the spacing button to increase spacing or the down arrow to decrease spacing.
6. To change the format of the cover letter, click the “Change Design” button and choose your desired format.



7. Once finished, click the download button to make a PDF version of your cover letter.

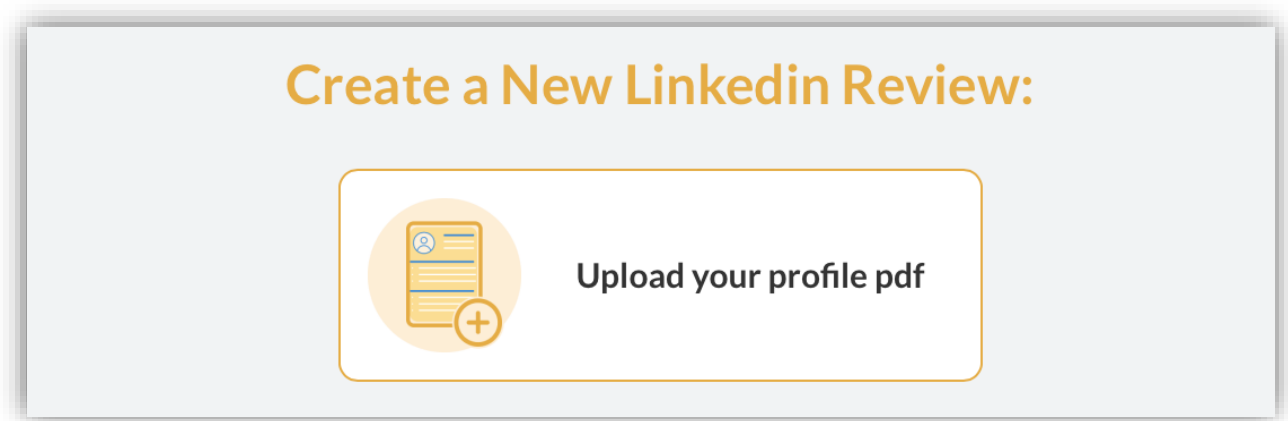
Career Activator – LinkedIn Review

What is the LinkedIn Review tool?

The LinkedIn Review tool allows users to see a score of how well their LinkedIn Profile is along with including what looks good and what needs improvement.

How do I use it?

1. Once logged in to Career Activator, click the LinkedIn Review button located on the left side of the screen. Then click the “upload your profile pdf” button.



2. To get your LinkedIn profile in PDF version, go to your LinkedIn profile and view your profile. Click the button that says “More...” and then select the “Save to PDF” option which will save it to your computer.
3. Once uploaded to Career Activator, you can then view your score and make any necessary improvements.

Additional Information

When to Use Career Activator

Career Activator is best used when trying to create a resume, cover letter, or a digital portfolio. With many templates available, you have to freedom to choose which template best fits your personality. Additionally, Career Activator also allows you to review your LinkedIn profile and provides interview prep. This website is a great tool to use to enhance and further development any professional materials you need.

Questions?

If have any questions, contact St. Kate’s Career Development Center (askcareer@stkate.edu) or utilize the chat button located in the bottom right corner of Career Activator. This button allows you to ask questions and chat with a support team.