

# My Stuff Job Central **Mobile** App Quick Start

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Create your resume and a master job application with the My Stuff Job Central mobile app.

This quick start is for the mobile version of My Stuff Job Central—there is also a web version. Use the same email address and password to access both versions.

Using the same email and password syncs the mobile and web versions so whatever you add or change in one version is automatically added or changed in the other.

## **Get started!**

1. Download the “My Stuff Job Central” app from your app store.
2. Set up an account.
3. Enter your resume information in each category.
4. After you’re done, go to View-Print-Send menu to print and/or send your resume.

To work on the web instead of your mobile device, go to <https://mystuffjobcentral.org/> and use the same username and password as your mobile account.

Review the categories and gather the information you’ll need before you start:

## **My Stuff Resume and Master Job Application Categories**

### **Personal Info**

Your personal information is your contact information.

### **Profile**

List a career path goal or job title and details about yourself that won’t be included elsewhere.

### **Education**

High school or college classes completed or in process.

### **Experience**

Experience includes volunteering, household chores, and/or club memberships.

### **Skills**

General and technical skills.

### **Interests/Hobbies**

Interests and hobbies.

### **Awards/Achievements**

Includes school, community, or sports awards, certificates of achievement or completion, and challenging classroom projects.

### **References**

People who can talk about your skills and abilities. Anyone who can vouch for you helps you stand out.

### **Notes**