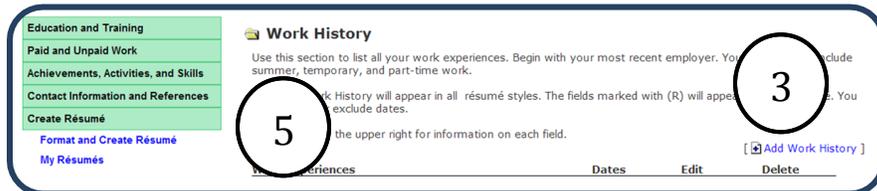
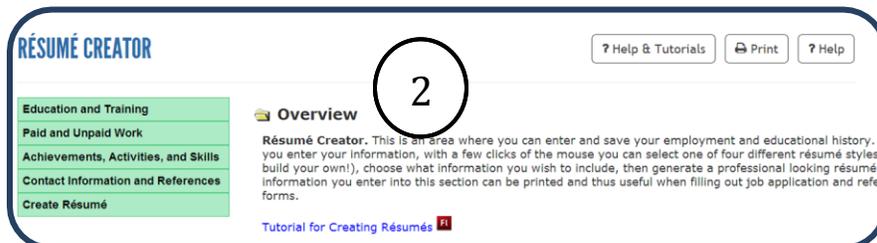
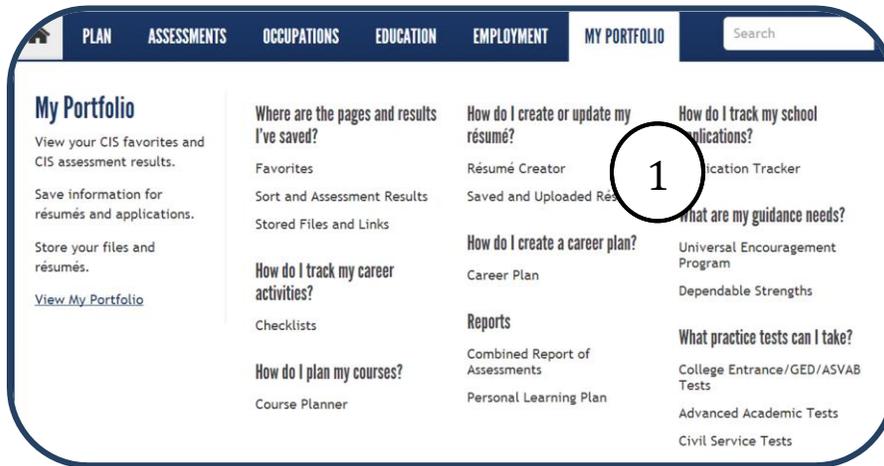


RESUME CREATOR

Generate a professional résumé using CIS. Enter your education and work history. In addition, your information can be printed and used when filling out job applications and reference forms.



Instructions

*Important: First you must create and log in to your **My Portfolio** to be able to create a resume.*

1. Select **Résumé Creator** under the **My Portfolio** menu tab.
2. Select each green menu bar on the left and enter your work and education history, as well as any achievements, activities and special skills. You may also store reference information here.
3. In the example, **Paid and Unpaid Work** was selected from the menu bar, then **Work History**. To add jobs you have had, select **Add Work History**. Do the same for each category, adding as much information and detail as you can.
4. After filling information in each of these menu categories, click **Create Résumé**, the bottom menu bar.
5. Select **Format and Create Résumé**, from the submenu that appears below **Create Résumé**.

RESUME CREATOR

Format and Create Résumé

You have several options for formatting your résumé. First, you can select from one of four styles: Recent Grad, Accomplishment, Chronological, or Functional-Skills. Click on the example next to each style to see the sections that will be included and the order of the data. If you select one of the styles you will still have the option to exclude and/or reorder some of the data.

Click on Help in the upper right for additional information on your options.

Select Previously Saved Options: --New-- Remove

Select a Résumé Style

- Recent Grad (Sample) 6
- Accomplishment (Sample)
- Chronological (Sample)
- Functional-Skills (Sample)
- Build Your Own

7 Include Dates in Résumé

Select References Option

- List References
- Use statement - "References available upon request"
- Do not include references or statement

Next

Format and Create Résumé

Résumé Style: Recent Grad

Objective: ABC 9

Summary of Qualifications: ABC 10 11

Choose Sections:

IncludeSection	Order
<input checked="" type="checkbox"/> Education History	1
<input checked="" type="checkbox"/> Workshops and Training	2

Achievements 8

- Skills 9
- References 10

Update List 12

Save My Options as: Save

Select Output Format

- RTF (MS Word, OpenOffice) 13
- PDF (Adobe Reader, Foxit Reader)
- TXT (Notepad)

Create Résumé 14

Back

Instructions (cont.)

6. Select the résumé style you want to create or select **Build Your Own**. You can view a sample of all résumé styles.
7. Select how you want your references to display in your résumé.
8. Select **Next**.
9. Enter your career or job objective in **Objective** text box.
10. Enter your accomplishments in **Summary of Qualifications**. You can re-title this category.
11. Select the topics to include in your resume. Order the topics to best emphasize your strengths. Select **Update List**. *NOTE: If you choose the **Build Your Own** option, you can also select and reorder topics.*
12. Name your résumé in **Save My Options as:** and select **Save**.
13. Select your desired output format.
14. Select **Create Résumé**.
15. To retrieve saved résumés and upload résumés you have saved elsewhere, select **Stored Files and Links** under the **My Portfolio** tab.
16. Open or delete résumés as desired.
17. Upload a résumé to your portfolio by selecting **Stored Files and Links** under the **My Portfolio** tab. Select **[Add File]**.