Make a Resume

The purpose of resumes is to make a positive first impression on interviewers so that they will want to meet you. Making a winning resume is easier with the CIS **Resume Creator**. You enter information, select a style, and print the resume. CIS does the layout for you. This activity walks you through creating your resume in CIS.

Instructions:

1. Select **Employment** in your CIS portfolio, then click **Resume Creator**.

2. Click the link on the Overview page to view the **Tutorial for Creating Resumes**.

3. Click on **Education and Training** and then select **Education History**.

4. Click **Add a School** and enter your school information in each text box until you have added each school you have attended. Click **Help** (upper right corner) at any time for assistance with what to write in these text boxes. Continue to click through the sub headers under **Education and Training** until you have entered all the details of your education history.

5. Click **Paid and Unpaid Work** and enter your work information in boxes as you did above.

6. Enter your **Activities, Achievement, and Skills**. Be as thorough as possible in listing these; employers care deeply about the skills you bring to the job.

7. Click **Contact Information and References**. If needed, update the personal information you typed when you created your portfolio, and add references if you wish. Contact people you list as references and ensure that they will provide a positive reference for you.

8. Click **Create Resume**, then **Format and Create Resume**.

9. Review the sample styles by clicking **Sample**, then select a style, or select **Build Your Own**. Use the check box to include (or not include) dates on your resume. Also select the reference option your wish to use for this resume and click **Next** at the bottom of the page.

10. Write a career objective if you wish. You can create another resume text block that will display under the objective if you like. You might use this to write a skills summary or other engaging text to draw the reader's attention to your skills and special accomplishments.

11. Select the sections and order of items within each section using tools under **Choose Sections**.

12. Give the resume a name and click **Save**.

13. Select the output for the resume: **RTF**, **PDF**, or **TXT** (explained in Help).

14. Click **Create Resume**, view the resume, and, if it is satisfactory, click **Print**. (You may also save this to your desktop then upload it to your portfolio using **Stored Files and Links**.)

15. When you return later to view or edit resumes created earlier, click **My Resumes** under the **Create Resume** header. A list of earlier resumes you saved and the title you assigned to each one will display. Select **Open** to edit one of these.

Answer below: **What other plans for experiential learning do you have?** then transfer your thoughts to the **Next Steps - Make Experiential Learning Plans** page in **My Career Plan**. Example: I would like to create a resume for college entrance as well.

Your Signature:_____ Date:_____

Reviewed by:_____ Date:_____