

CIS Resume' Instructions

Go to Google Chrome

From the School District website (509j), go to **Parents and Students**

Click on **Student logins**

Click on **CIS Connection**

Login: username: firstnamelastname (example: tomdooley)

password: firstinitialcapitalizedlastinitiallowercasestudentid (example: Td0123456)

Go to **My Portfolio**

Click on **Resume' Creator**

Click on **Education and Training**

- Click on **Education History**
- Click **Add a School**
 - School Name
 - Address (line 1)
 - City
 - State
 - Zip
 - Start Date
 - End Date
 - Courses (list four courses)

SAVE INFORMATION

Click on **Paid and Unpaid Work**

- Click on **Work History**
- Click **Add Work History**
 - Employer
 - Start Date
 - End Date
 - Job Title
 - Supervisor's First Name
 - Supervisor's Last Name
 - Duties

SAVE INFORMATION

Click on **Volunteer Work/Community Service**

- Click, **Add Volunteer Work/Community Service**
 - Organization
 - City
 - State
 - Zip
 - Start Date
 - End Date
 - Duties

SAVE INFORMATION

Click on **Achievements, Activities, and Skills**

- Click, **Activities** (list four activities)
- Click on **Add an Activity**
 - Activity Type **DO NOT USE DROP DOWN WINDOW** (Activity Type and Title should be the same)
 - Title

- Start Date
- End Date
- Description

SAVE INFORMATION

Click on **Skills (list four skills)**

- Click, **Add a Skill**
 - Label (**DO NOT USE DROP DOWN WINDOW**)
 - Description

SAVE INFORMATION

Click on **Contact Information and References**

- Click, **Personal Information**
 - First Name
 - Middle Name
 - Last Name
 - Address (line1)
 - City
 - State
 - Zip
 - Phone
 - E-mail

SAVE INFORMATION

Click on **References (List three references)**

- Click, **Add a Reference**
 - First Name
 - Last Name
 - Employer
 - Title
 - Address (line 1)
 - City
 - State
 - Zip
 - Work Phone

SAVE INFORMATION

Click on **Create Resume**

- Click, **Format and Create Resume**
 - Choose: **Build Your Own**
Include Dates in Resume
List References

Click on **Next**

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Complete your **Objective (one sentence beginning with an action word—Seeking, Looking, Pursuing)**

Select **RTF**

Click on **Create Resume**