Career Information System (CIS): Résumé Update/Creation 2013-14

To get to the Website:
- Open Firefox and go to this web address: oregoncis.uoregon.edu
- **Log in** using your personal login that you created the last time we used CIS.
    - Hint we asked you to use your school network login with Ghs in front of it (example: **Ghssmith34**) and your student id# as your password. Let me know if you have trouble.
    - **If you are a new user or can't remember your login then type in "greshamhs" then "gophers" into the login screen and create a new account.**
    - **Next click on "Create My Portfolio"**
    - **Then again click on Create "My Portfolio"**
    - **Next- Sign-up for an account. Create your user name and password. For user name type in: Ghs then your network login (last name and number) with no spaces (example: Ghssmith34). For password type in: Ghs and your student I.D. number with no spaces (example: Ghs123456).**

To make a Résumé:
1. **Click** on **"Employment"** Tab on blue bar near top of screen
2. **Click** on **"Résumé Creator"**
3. Under **Education and Training**:
    a. **Click** on **"Education History"**
        i. **Click** on **Add a School**
        ii. **Type** in the following information:
            1. School name: Gresham High School
            2. Address: 1200 N Main Ave
            3. City: Gresham
            4. State: Oregon
            5. Zip code: 97030
            6. Start date: September ?, 20??
            7. End date: leave "to present" in the blank
            8. **Click** on Save Information.
    b. If you have any licenses or certificates in specialized areas then **Click** on **"Licenses and Certificates." If you don't, go to the next step.**
        i. **Click** on **Add License or Certificate**
            1. **Next to Label:** Type in the name of your license or certificate
            2. **Next to Description:** Briefly describe the license or certificate
            3. **Click** on Save Information.
4. Under **Paid and Unpaid Work**:
    a. If you have had a paid job, (Don't forget to include jobs such as babysitting or lawn mowing.) **click** on "**Work History"**
        i. **Click** on **Add Work History**
            1. **Type** in the requested information. If the job is like babysitting or lawn mowing for friends and relatives, use Private Home for employer and the name of the adult for supervisor.
            2. **Click** on Save Information.
            3. **Continue** steps above until all Work Experiences are listed.
    b. If you have volunteered in the community or had an unpaid job, **click** on "**Volunteer Work/Community Service"**
        i. **Click** on **Add Volunteer Work/Community Service**
            1. **type** in the requested information. If the job is like babysitting or lawn mowing for friends and relatives, use Private Home for employer and the name of the adult for supervisor.
            2. **Click** on Save Information.
            3. **Continue** steps above until all **Volunteer Work/Community Service** experiences listed.

5. Under **Achievements, Activities and Skills**:
    a. **Click** on **"Achievements"**
        i. **Click** on **Add Achievement**
            1. **Next to Label:** Select the proper label from the dropdown menu.
            2. **Next to Description:** Briefly describe the Achievement
            3. **Click** on Save Information.
            4. **Continue** steps above until all **Achievements** are listed.
    b. **Click** on **"Activities"**
        i. **Click** on **Add Activity**
            1. **Next to Label:** Select the proper label from the dropdown menu.
            2. **Next to Description:** Briefly describe the Achievement
            3. **Click** on Save Information.
            4. **Continue** steps above until all **Activities** are listed.
    c. **Click** on **"Skills"**
        i. **Click** on **Add Skill**
            1. **Next to Label:** Select the proper label from the dropdown menu.
            2. **Next to Description:** Briefly describe the **Skill**
            3. **Click** on Save Information.
            4. **Continue** steps above until all **Skills** are listed.
6. Under **Contact Information and References**:
    a. **Click** on **"Personal Information"**
        i. **Click** on edit.
        ii. **Type** in your contact information (address, phone#, email, etc). Type it the way you want it to appear, capitalize when appropriate.
        iii. **Select "**Yes, it is OK for the person helping me to view my portfolio"
        iv. **Click** on Save Information
7. Under **Create Résumé**: Click Format resume
    a. **Click** on "**Format and Create Résumé"**
        i. **Select** a Résumé Style
        ii. **Select** "List References"
        iii. **Click** on **Next**.
        iv. **Type in your objective in the text box**
            1. Assuming that you will use this résumé for your first job, **type** in a statement like: "**To obtain a part-time position in the food industry**". Be sure to make this statement specific to your needs.
        v. **Type in summary of qualifications in the text box**.
            1. **Type** a brief summary of what you are really good at. It can be a few sentences or a short list
        vi. **Under Choose Sections: Click out** of the sections that you did not in-put any information, such as work experience, military experience and workshops and training. You do not want to include a section in your résumé that does not have information in it.
            1. **Select** Update list
        vii. **Select "**PDF file"
        viii. **Click** on Create Résumé.
        ix. **Read your résumé on the screen. Go back and make changes if necessary**
        x. **Print** a copy and turn it in to your teacher.