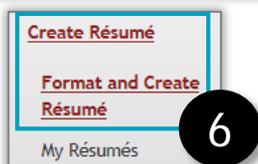
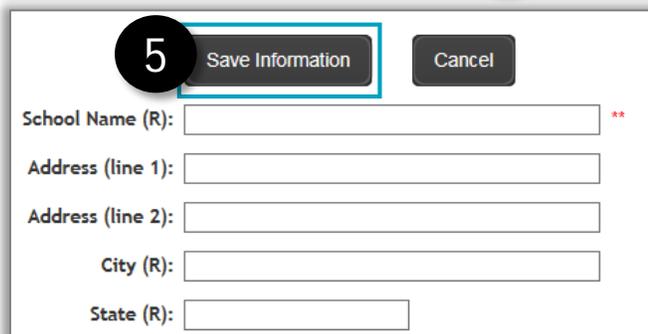
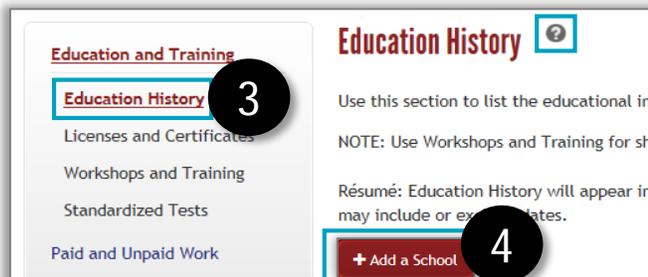
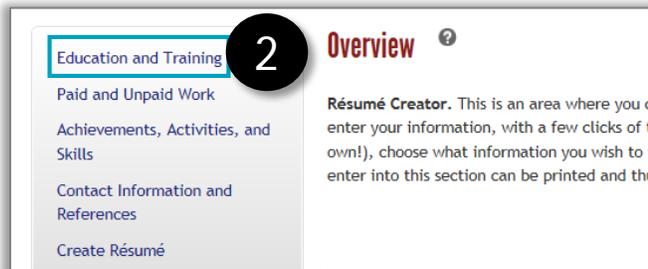
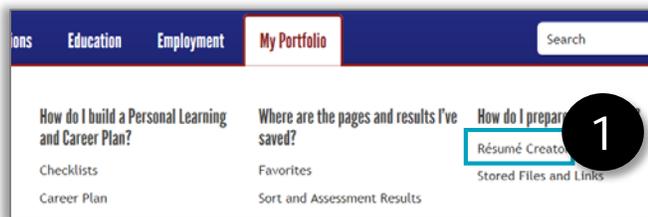


Résumé Creator (1 of 4)

By entering your education, personal achievements, skills, volunteer work, and work history into the AKCIS Résumé Creator tool, you can easily create unique résumés from customizable formats, or design your own template to generate a professional résumé. Information you enter here can be saved and printed for help with filling out job applications and reference forms.

First, go to akcis.org and log in with your username and password.



1. Hover your mouse over the My Portfolio tab and click **Résumé Creator**.
2. The Overview screen will appear. Read the instructions, then click **Education and Training** in the left menu.
3. A submenu will appear with additional options. Click a submenu option and read the description that appears. For more details and content ideas, click the **?** icon.
4. To add your personal information to that section, click **Add**.
5. Enter your information in the data fields that appear. Fields marked with an **(R)** will appear in your exported résumé. When you're finished, click **Save Information**.
6. Repeat steps 2-5 for the other menu and submenu items. When you're done, click **Create Résumé**, at the bottom of the left menu, to bring up the submenu items. Click **Format and Create Résumé**.

Continued on next page

Résumé Creator (2 of 4)

Select a Résumé Style

Recent Grad ([Sample](#))

Accomplishment ([Sample](#))

Chronological ([Sample](#))

Functional-Skills ([Sample](#))

Build Your Own

Include Dates in Résumé

Select References Option

List References

Use statement - "References available upon request"

Do not include references or statement

Next **7**

Objective: **8**

Summary of Qualifications **9**

7. The Format and Create Résumé screen will appear.

- Select your résumé style or select to build your own. You can start with a style and modify it on the next screen. Click **Sample** next to each style to view a sample.
- If you would like dates included, mark the **Include Dates in Résumé** checkbox.
- Select your references option.
- Click **Next**.

8. A new screen will appear. You can enter an **objective**. Your résumé objective should be a short summary of your career goal(s). Be sure to modify the objective to target the specific job or employer.

9. In the Summary of Qualifications box, you can enter **key skills, accomplishments, and qualifications** related to the job for which you're applying. You can change this section's title and enter information specific to each résumé you want to save.

Continued on next page

Résumé Creator (3 of 4)

10. You can order the résumé sections to best emphasize your strengths relevant to the job you're applying for.

- Use the numbers on the right to arrange items in your preferred order.
- You can click the **plus sign** next to the section name to expand that section and reorder the items in it.
- For categories you do not want included in your résumé, uncheck the **Include Section** checkbox.
- Click **Update List** to refresh the order of the sections and their content.

Choose Sections:

Include Section	Section Name	Order
<input checked="" type="checkbox"/>	Education History	1
<input checked="" type="checkbox"/>	Workshops and Training (+)	2
<input checked="" type="checkbox"/>	Military Service	3
<input checked="" type="checkbox"/>	Licenses and Certificates	4
<input checked="" type="checkbox"/>	Work History	5
<input checked="" type="checkbox"/>	Volunteer Work/Community Service (+)	6
<input checked="" type="checkbox"/>	Activities	7
<input checked="" type="checkbox"/>	Achievements	8
<input checked="" type="checkbox"/>	Skills (+)	9
<input checked="" type="checkbox"/>	References (+)	10

Update List **10**

Save Options

Save My Options as:

Save Options **11**

Select Previously Saved Options for Résumé

--New--



Remove

New

11. To save these settings for use at a later date, enter a name and click **Save**. The next time you go to the Format and Create a résumé page, you'll see this option in the drop down menu.

Continued on next page

Résumé Creator (4 of 4)

Select Output Format

RTF (MS Word, OpenOffice)

PDF (Adobe Reader, Foxit Reader)

TXT (Notepad)

Résumé File Name

Download Résumé Save Résumé Back

Create Résumé

Format and Create Résumé

My Résumés

My Résumés

You can upload your edited résumés to your portfolio.

Rich Text Format (RTF), Microsoft Word, Adobe PDF, and Text files are allowed.

You can access these files, and any other files you upload, from Stored Files and Links in your portfolio.

+ Add File

File	Size	Last Updated	Open	Delete
Julia.rtf	50 KB	3/14/2016 6:05 PM		

My Résumés

Please select a file to upload (max 3 MB):

Browse...

Upload

12. Select your desired **output format**. RTF and TXT can be formatted manually in a word processing or text editing program.
13. To save your unedited résumé to your AKCIS portfolio, enter a file name, then click **Save Résumé**.
14. To download your résumé, click **Download Résumé**. If your selected output format was RTF or TXT, you can edit your résumé. Be sure to save your edited résumé to your computer.
15. To upload your edited résumé to AKCIS, click **My Résumés**, at the bottom of the Résumé Creator left menu.
16. The **My Résumés** screen will appear. Click **Add File**.
17. The screen will refresh. Click **Browse** to locate and select the saved résumé, then click **Upload**. The screen will refresh with the upload status.

Continued on next page