


OKCIS Resume

1. Create an OKCIS portfolio (see the Create a Portfolio help sheet).

Create a Resume

2. From the OKCIS main page, click on [My Portfolio](#) [ My Portfolio]

3. Click on **My Education and Work History**.

The Education and Work History main page will appear.

Resume Data Entry

- Personal Information
- Education History**
- Work History
- Military Service
- Skills and Achievements
- Workshops and Training
- Employment Objective
- References

Create Resume

- Format and Print Resume

3. Under **Resume Data Entry**, click on **Education History**.

4. Click on [ Add a School]

A screen will appear for you to enter school information.

5. Enter the school's information then click **Save Information**.

The main Resume screen will appear.

6. Click on other areas to enter information and **ALWAYS** choose **Save Information** after entering information.

7. From the main Resume screen, select **Format and Print Resume**.

Personal Information

Your Personal Information

Joseph Miller
9000 N Herbert
Stillwater, OK 74075
405-743-5573
jmiller@school.k12.ok.us

This section includes information you submitted when you first created your portfolio

Education History

School Name:	<input type="text" value="Oklahoma State University"/>
Address: (Line 1)	<input type="text" value="University Hill"/>
Address: (Line 2)	<input type="text"/>
City:	<input type="text" value="Stillwater"/>
State:	<input type="text" value="OK"/>
Zip:	<input type="text" value="74075"/>
Start Date:	Month: <input type="text" value="January"/> Day: <input type="text" value="1"/> Year: <input type="text" value="2006"/>
End Date:	Month: <input type="text" value="January"/> Day: <input type="text" value="1"/> To Present: <input type="text"/>
Major:	<input type="text" value="Computer Engineering"/>
Degree:	<input type="text"/>
Activities:	<input type="text"/>
Courses:	<input type="text"/>
	<input type="button" value="Save Information"/>

Print a Resume

8. Choose a resume style.

9. Select which sections to include in your resume.

10. Select whether or not to include references.

11. Select **pdf** if you want a ready-to-print resume.

12. Select **rtf** if you want a resume you can save and manipulate in other programs.

Format and Print Resume

Select a Resume Style

- Professional (Example)
- Elegant (Example)
- Contemporary (Example)

Select Sections to Include

- Employment Objective
- Work Experience
- Military Service
- Education
- Workshops and Training
- Skills and Achievements

Select References Option

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

Select File Type

- .pdf
- .rtf

Create Resume

13. Click on **Create Resume**.

Your resume will open in a different window.

You now have a resume ready for a job interview.