









Create a Resume

1. On the homepage, click on *Personal Learning Plan*.
2. Go to *My Education and Work History*.
3. Fill in one item in each category, where appropriate, under *Resume Data*

Entry.

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

4. Click on *Format and Print Resume*
 - *Select a Resume Style*
 - *Select Sections to Include*
 - *Select References Option*
 - *Select File Type*

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

- Note: The "rtf" file type can be saved to a disk where formatting can be changed or other information added
5. As you look at the resume; note formatting issues.