

Interest Profiler Assessment

1. Have the students log into MCIS, hover over **Employment** and click on **Resume Creator**.

If you read the Overview on the screen that appears, it tells you this is a place to save all your employment and educational history. MCIS helps to build your resume, and all you have to do is enter the information.

On the left are all your options to enter information. Click on each and enter as much information as you have.

This is an ongoing process, you don't just come to the Resume Creator once and you're done. Anytime you have a change in employment, educational achievements, volunteer work or activities, you should be entering it here.

When senior year comes around and you're applying for scholarships, or even sooner and you're applying for jobs, the information will all be here to help you.

2. Once you have gone to each section and entered the appropriate information, click on **Create Resume**.
3. The next screen will give you several options. **Chronological** is the most widely style for a business resume, but you will want to choose one that highlights your accomplishments (and you can create more than one and save it)

Each has a Sample link next to it, take a look and make your choice.

*****Make sure Include Dates is checked**

For now you should select **List References**. This is for your convenience. Again, you can always come back and design a different one.

4. Click **Next**.

5. On the next screen you can enter what your job objective is. Unless you are applying for a job right now, you may not have anything to type here. (This is where you would write what your career goals are. [Here is a link](#) to some examples.)
6. Include all sections for now, it will be a reminder if there is a section with nothing in it, that you may have information for this later in High School / College.
7. Next to **Resume File Name** give your resume a name. I would include the date so as you create more you will know which is your most recent.

***If you wish to, you could download the resumer, using one of the options available, but this is not needed at this time.

8. At the bottom of the screen, click on the **Save Resume** button. This will save the resume to MCIS.