

# Resume Builder in AKCIS

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Login in to Poweschool</li> <li>• ↗ White Arrow, Click AKCIS in Application Tray</li> <li>• Hover over Employment, Click Resume Creator</li> </ul>	<p><b>Follow these instructions below This all you need to do for each item in the left column!</b></p>	<p><b>Check box here when completed</b></p>
<ul style="list-style-type: none"> <li>• <b>Education History</b> <ul style="list-style-type: none"> <li>○ + Add School</li> <li>○ This is the High School you plan on Graduating from, do not include other schools, unless you are taking College courses</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• School Name:</li> <li>• City:</li> <li>• State:</li> <li>• Starting Date:</li> <li>• Ending Date or Click "to present"</li> <li>• Save</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Education History</b> <ul style="list-style-type: none"> <li>○ Licenses &amp; Certificates</li> <li>○ + Add Certificate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Certificate Title</li> <li>• Ignore dates</li> <li>• Save</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Paid &amp; Unpaid Work</b> <ul style="list-style-type: none"> <li>○ <b>Work History (Including Volunteer Work)</b> <ul style="list-style-type: none"> <li>○ + Add Work History</li> <li>○ Estimate dates!</li> <li>○ Search Occupation in AKCIS, click Tasks, copy and paste in to Duty boxes. Click +Add Duty to add extra boxes. One duty per box!</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Employer:</li> <li>• Start Date:</li> <li>• End Date or "to present":</li> <li>• Job title:</li> <li>• Duties: 1.</li> <li>• 2.</li> <li>• 3.</li> <li>• Save</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Achievements, Activities &amp; Skills</b> <ul style="list-style-type: none"> <li>○ +Add Awards (try to stick to High School only)</li> <li>○ +Add Activities (stick to High School only)</li> <li>○ +Add Skills (coding, excel, money handling)                             <ul style="list-style-type: none"> <li>▪ NO "I" statements!i</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• + Add Award – Title and Year only</li> <li>• + Add Activity – Title and Year only</li> <li>• + Add Skills – 1 per line, do not list them with commas</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Contact Information</b> <ul style="list-style-type: none"> <li>○ Edit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Edit Name</li> <li>• Address (where an employer can send you mail)</li> <li>• Phone Number (where an employer can reach you)</li> <li>• Email address (appropriate)</li> <li>• Save</li> </ul>	

<ul style="list-style-type: none"> <li>● Create Resume <ul style="list-style-type: none"> <li>○ Format and Create Resume</li> <li>○ Select Resume Style to include Skills: Functional Skills</li> <li>○ Select Resume Style to NOT include skills: Chronological</li> <li>○ Include Dates</li> <li>○ Use Statement – “References available upon request”</li> <li>○ NEXT</li> <li>○ Write an objective</li> <li>○ Select output format RTF</li> <li>○ Resume File Name “Last Name, Resume 2018”</li> <li>○ Download Resume</li> <li>○ Format to fit WHOLE PAGE</li> <li>○ Save As PDF!</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Objective example: Punctual and dependable full time high school student seeking part time work as a coffee barista.</li> <li>● Reliable recent high school grad, with coding experience, seeking full time job as a network administrator.</li> </ul>	
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