

# Creating an Electronic Resume: WOIS



1. Go to [www.wois.org](http://www.wois.org) & log in to your account.

User ID:  Password:

2. From the **Main Menu** (center) click **Resume Builder** OR from the **Portfolio** menu (left) click on **Resumes**.



3. Click the link to **Create New Resume**.

4. Type in a **title** for your resume to help you refer back to it at a later time if you create more than one.
5. Then choose the **resume type** you would like to use.

## Title, Objective and Resume Type [More info...](#)

Title\*  
Objective

Resume type\* ☐ Chronological ☐ Functional ☐ Combination

6. Finally, click **Create Resume** & WOIS will guide you through the process of filling in your information and generating your

**Chronological** resumes list work experiences in the order you enter them, and include job duties for each experience. **Functional** resumes omit job duties, and have a separate section for relevant job skills. **Combination** resumes include job duties, and group work experiences by the skill areas entered for each experience.

resume.

7. When you are finished, WOIS will give you the option to **View/Print Resume**.

[View/Print Resume](#)

\*You can also highlight the text on the page & copy/paste in to a document.