Creating an Electronic Resume: WOIS



1. Go to www.wois.org & log in to your account.

User ID:	Password:	Log In	

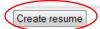
- 2. From the **Main Menu** (center) click **Resume Builder** OR from the **Portfolio** menu (left) click on **Resumes**.
- 3. Click the link to Create New Resume.



- 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.



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.