

Resume

Description

Resume is the Epsilen tool where you can upload an existing resume or create a new resume by using the Resume Wizard Templates. You may limit access to visitors who may view your resume by setting Access Keys.

Purpose

The purpose of posting your resume on your Public ePortfolio is to gain global visibility as you search for a job or collaboration opportunity, yet maintain the ability to limit access to those visitors you choose to view your resume.

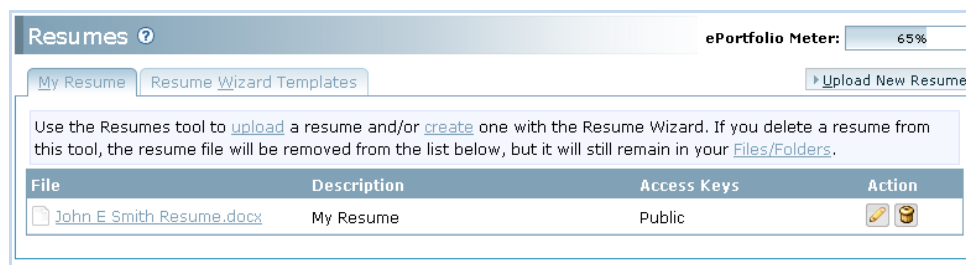


Figure 1

Definitions

Resume Wizard Templates allows you to save resume templates created with the Resume Wizard to modify existing resumes or to create new resumes.

Upload: Clicking the **Upload New Resume** button allows you to upload a file from your computer to Epsilen.

Create: Clicking the **Create New Resume** button allows you to create a new resume by using the Resume Wizard or by typing in your own resume content.

Edit: Clicking the button allows you to edit the selected resume.

Delete: Clicking the button allows you to delete the selected resume.

Uploading a New Resume

To Upload a New Resume

1. Click the **Upload New Resume** button
2. Complete the fields/choices as described in the following table:

Field	Function
Description	The description for this Resume will be used for management purposes for you to quickly reference the purpose of this Resume.
Resume File	Upload a new file from your computer, or select a file from your Files/Folders tool in Epsilen.
Resume Viewable By	Choose which Access Keys can view this particular Resume. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this Resume.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Resumes** page where you will see a new entry for your new Resume.

Figure 2 displays the Resume Details screen.

Resume Details ePortfolio Meter: 65%

Enter the description of this resume. The description is private and for your reference only.

Description:

Resume File

Use the "Upload File" button to upload a new resume file to your Epsilen account. Use the "Select Existing" button to browse files you have already uploaded to your Epsilen account.

File: Upload new file Select existing file

Resume Viewable By

Select the Access Keys that can view this Resume. Selecting the "Public" Access Key will allow all visitors to your ePortfolio Web site to see this item.

Viewable By: Public Advisor
 Employer Epsilen
 Faculty Institution

Figure 2

Creating a New Resume

To Create a New Resume

1. Click the **Create New Resume** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title for this Resume will be used for management purposes for you to quickly identify the Resume.
Description	The description for this Resume will be used for management purposes for you to quickly reference the purpose of this Resume.
Options	Choose "I want to use the Resume Wizard" to create your resume through a series of predefined steps, or "I want to type in my resume" to create your resume using a free-form HTML editor.

3. When you have finished filling out the information, click the **Continue** button. If you selected to use the Resume Wizard, you will be taken to the **Selected Categories** page to begin creating resume categories. If you selected to type in your resume, you will be taken to the **Add/Edit Resume** page to type in your resume content.

Figure 3 displays the Create Resume screen.

Figure 3

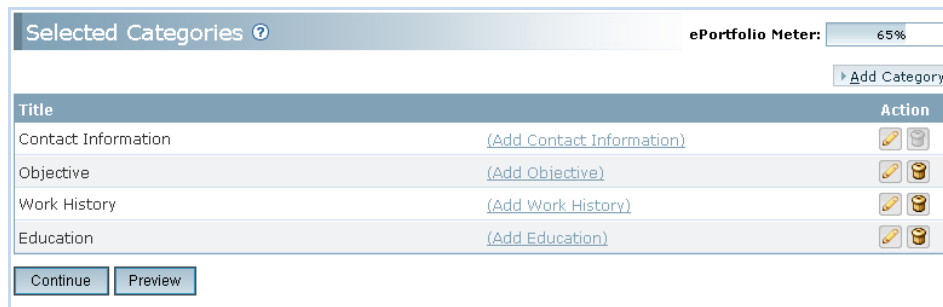
Using the Resume Wizard

Description









Resume Wizard is the Epsilen tool where you will follow guided steps in sequence to create a new resume. Once all steps are completed, a professionally structured resume will be generated and posted to your Public ePortfolio. You may limit access to visitors who may view your resume by setting Access Keys.

Purpose

The purpose of using the Resume Wizard is to easily create a new resume by following a prepared set of steps so you can be sure to include those items generally considered effective in building a persuasive resume.



The screenshot shows a web interface for the Resume Wizard. At the top, there is a header bar with "Selected Categories" on the left and "ePortfolio Meter: 65%" on the right. Below the header, there is a table with the following structure:

Title	Action
Contact Information	(Add Contact Information)  
Objective	(Add Objective)  
Work History	(Add Work History)  
Education	(Add Education)  

Below the table, there are two buttons: "Continue" and "Preview". To the right of the table, there is an "Add Category" button.

Figure 4

Definitions

Add Category: Clicking the button allows you to select and add categories from a predefined list.

Edit: Clicking the  button allows you to edit the selected category.

Delete: Clicking the  button allows you to delete the selected category.

Resume Wizard: Adding a Category

To Add Categories to the Resume

1. Click the **Add Category** button
2. Complete the fields/choices as described in the following table:

Field	Function
Choose Category	A predefined list of categories is available for your selection.
Custom Title	The Custom Title will be used to display the resume category with a title of your choice instead of the predefined title.


3. Click the **Create** button to add the selected category to your resume
4. When you have finished filling out the information, click the **Create** button. You will remain on the **Add Categories** page and may repeat steps 2-3 for as many predefined categories as you would like.

Figure 5 displays the Add Categories screen.

Figure 5

Resume Wizard: Editing a Category

To Edit a Category

1. Click the  button for a category
2. Complete the fields/choices as described in the following table for each predefined category:

Contact Information	
Field	Function
Name	Your name.
Address	Your street address.
City, State	Your City and State of residence.
Zip Code	Your zip code.
Home Phone	Your home phone number.
Cell Phone	Your cell phone number.
Fax Number	Your fax number.
Email Address	Your email address where you wish responses to be directed.
Web Address	The URL link to your personal Web site, if you have one.

Objective	
Field	Function
Content	Detail briefly the goals and parameters of your search by including what position you are seeking and what qualifications you offer.

Work History	
Field	Function
Company	Name of company where you worked.
Web Address	The URL link to the company where you worked.
City, State	The city and state where company is located.
Employment Dates	Start and end dates of your employment with company.
Position Title	Title(s) you held with company.
Duty	Duties you performed while working for company.

Education	
Field	Function
Institution	Name of school.
Web Address	The URL link to the school you attended.
Department	The department within the school you attended.
City, State	City and State where school is located.
Date Received	Date when you received your diploma upon graduation.
Degree Name	Degree (e.g., Bachelor of Science, Bachelor of Arts, Master of Arts, etc.)
Major Discipline	Your study major within the department at the school you attended.
Minor Discipline	Study minor, if applicable.
GPA	Grade point average.
Other Notes	List other highlights of your education which may be of interest to prospective employers, such as participation in a club within your field.

Qualifications	
Field	Function
Content	Detail the qualifications you offer as a result of your education, work history, and life skills.

Awards	
Field	Function
Award	Title of award.
Organization	Organization that authorizes/presents award.
Date Received	Date you received award.

Publications	
Field	Function
Choose a Type	Type of publication (e.g., magazine article, book, white paper, etc.).
Authors	List all authors or co-authors.
Book Title	Title of book.
Edition Number	Edition number of book.

Years Published	Publication dates of book.
Publisher	Publisher name.
Edition Number	Edition number of book.

Presentations	
Field	Function
Authors	List all authors or co-authors.
Title	Title of presentation.
Title Web Address	URL link to presentation.
Meeting Name	Name of meeting where presentation was made.
Meeting Web Address	URL link to meeting information.
Venue	Location (e.g., hotel, convention center, school, etc.), city, and state where presentation was made.
Dates	Date(s) of presentation.

Patents	
Field	Function
Title	Title of patent held.
Country Issued	Country that issued the patent.
Number	Number assigned to patent.
Co-Inventors	Co-inventors named upon issuance of patent.

Memberships	
Field	Function
Position	Position held within organization.
Organization	Name of organization.
Abbreviation	Acronym or abbreviation associated with organization.
Dates	Begin and end dates of membership.

Community Service	
Field	Function
Position	Position held when providing community service.
Organization	Name of organization that you provided community service.
Dates	Begin and end date of community service.
Details	Services provided to community.

Consulting Experience	
Field	Function
Organization	Organization to which you provided consulting services/experience.
Address	Address of organization.
Dates	Begin and end dates of consulting services/experience.
Details	Services provided to organization.

Professional Registration	
Field	Function
Certification	Certification attained.
State Issued	State where certification was issued.
Original Issue Date	Date of original certification.
Registration Number	Registration number of certification.

Teaching Assignments	
Field	Function
Course	Title(s) of course(s) taught.
Number	Number(s) assigned to course(s) taught.
Dates	Begin and end date of course(s) taught.
Other Details	List any other pertinent information related to teaching assignments.

Academic Appointments	
Field	Function
Position	Title of appointment granted by academic institution.
Institution	Name of academic institution.
City, State	City and State where academic institution is located.
Dates	Begin and end dates of academic appointment.

Grants and Fellowships	
Field	Function
Project Title	Title of grant or fellowship project.
Sponsor	Sponsor of grant or fellowship project.
Role Played	Role title of position played within grant or fellowship project.
Total \$ Amount	Total amount of sponsorship.
\$ Amount Allocated	Amount allocated to grant or fellowship project.
Duration	Begin and end date of grant or fellowship project.

Relevant Experience	
Field	Function
Experience Title	Title held in related or relevant experience.
Detail	List skills or knowledge gained in related or relevant experience.

References	
Field	Function
Reference Name	Name of reference person.
Title	Title of reference person.
Company	Name of company where reference person works.
Address	Street address of reference person.
City & State	City and State of reference person's address.
Zip Code	Zip code of reference person's address.

Email Address	Email address of reference person.
Phone Number	Phone number of reference person.
Other Details	List any other pertinent information related to reference person, such as what attributes he/she may be able to tell or confirm about you.

- When you have finished filling out the information, click the **Save** button. You will remain on the same page with options to edit the previous category, the next category or view the full list of selected categories for the resume.
- Click the **Previous** to edit the preceding category, or click the **Next** button to edit the following category, or click **Categories** to return to the Selected Categories page.

Figure 6 displays an example of an Edit Category screen.

Figure 6

Resume Wizard: Choose a Layout

To Choose a Layout for the Resume

1. Click the **Continue** button from the **Selected Categories** page
2. Complete the fields/choices as described in the following table:

Field	Function
Template	Choose a template.
Edit Resume	Edit your resume.

3. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Save File As** page to save your Resume.

Figure 7 displays the Choose Layout screen.

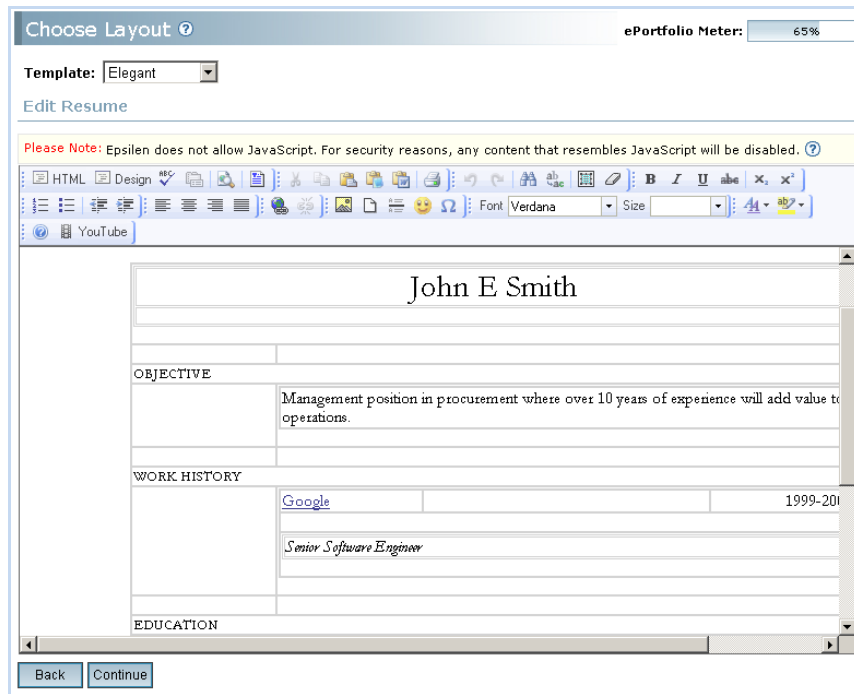


Figure 7

Typing In a Resume

To Type In a Resume

1. Complete the fields/choices as described in the following table:

Field	Function
File Name	The File Name is read-only and generated from the Title field you entered on the Create New Resume page.
Description	The description for this Resume will be used for management purposes for you to quickly reference the purpose of this Resume.
Resume Body	Type in or copy the content of your Resume.

2. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Save File As** page to save your resume.

Figure 8 displays the Add/Edit Resume screen.

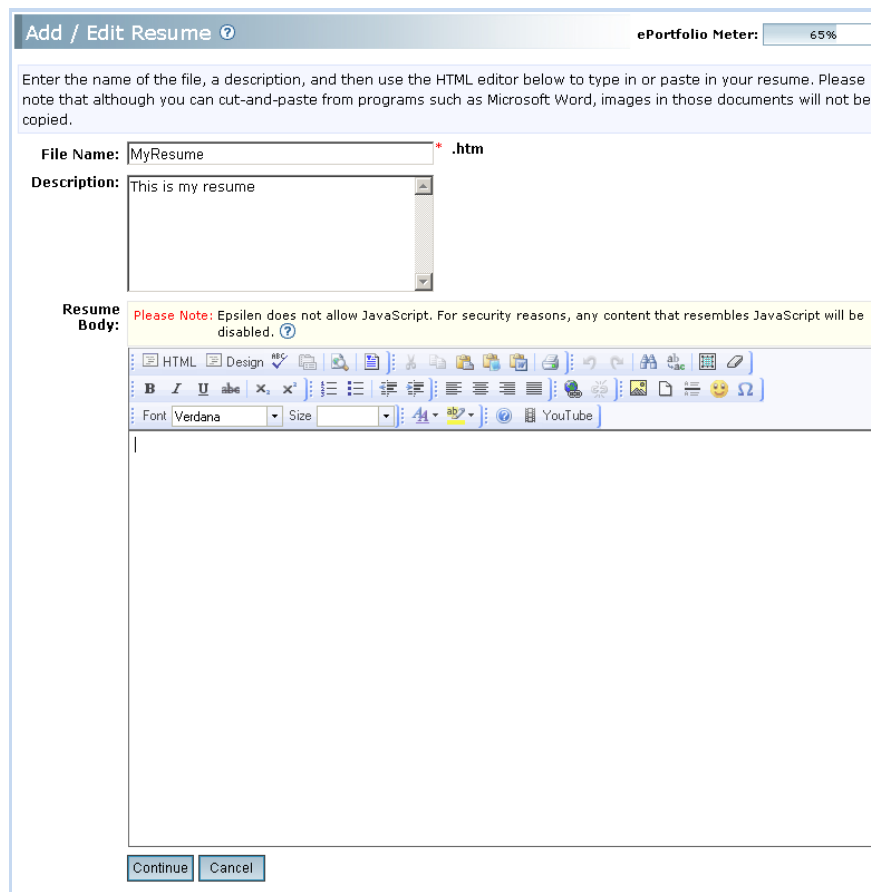


Figure 8

Saving a Resume as a File

To Save a Resume as a File

1. On the **Save File As** page, Complete the fields/choices as described in the following table:

Field	Function
File Name	Title of file.
Folder Name	Name of folder.
Viewable By	Select Access Keys for those you wish to view file.

2. When you have finished filling out the information, click the **Save** button. If another resume already has a particular Access Key assigned to it, and you specified the same Access Key for this resume, you will be taken to the **Change Resume for Access Key** page to confirm the change. Otherwise, you will be taken to the **Resume page** where you will see a new entry for your resume.

Figure 9 displays the Save File As screen.

Figure 9

Figure 10 displays the Change Resume for Access Key screen.

Figure 10