

Advance Assignments

Assignment 15: Create Your Résumé

Directions: If your All Alaska Academy registration requires a résumé, you can use this lesson for help. If you already have created a résumé, in class at school, you won't need to complete this lesson.

1. Go to the AKCIS (Alaska Career Information System) website: akcis.intocareers.org.
2. Log in to AKCIS. If you have a username and password from your school, use that one. If not, your username is serrctr and password is 2akcis.
3. From the Occupations and Employment menu, choose Job Search. This cluster lists a very effective strategy for finding that great job you want. You probably already used Step 1: Choose an Occupation, when you completed Assignment 14.
4. Right now, we're going to skip to Step 7: Create résumé and cover letters. This will give you the help you need to prepare a résumé for your All Alaska Academy application. From Step 7, read as many of the sections as you would like, but make sure you include: Develop a résumé, tips for an effective and attractive résumé, recent graduate's résumé, and youth's résumé.
5. If you create your résumé in the style of the recent graduate's résumé, where you list education, just remark that you are still attending your high school. You can also use the youth résumé example.
6. Attach your completed résumé to your application. We may send it to your work station, so they know a bit about you before you arrive.

