

MCIS 360 JUNIOR

SITE MANUAL FOR TEACHERS



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MCIS 360 Junior Summary

MCIS 360 Junior engages middle school students in their career development and to take ownership over future planning. Through self-surveys, reflections, research tools, and activities, **MCIS 360 Junior** helps students get excited for high school and learn how further education can move them toward their career goals. The platform is accessible, intuitive, and easy to navigate for both classroom and independent use.



Key Features of MCIS 360 Junior:

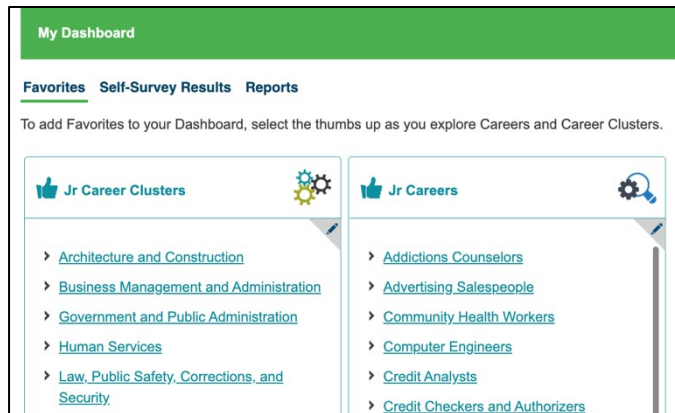
- All elements are written at a 6th grade reading level.
- Self-Survey Results, Favorites, and Career Plans transfer to MCIS 360 High School.
- **My Dashboard** saves students' favorite clusters and careers, self-survey results, personal notes, and allows them to pull quick reports.
- **Career Plan** includes customized 6th, 7th, and 8th grade plans with a structured path through components, self-surveys, reflections, and activities.
- **Self-Surveys** are available in English and Spanish.
- **Careers** are presented in a cluster focus and allow for in-depth exploration.
- **Resume** and **Cover Letter** creator are available.

Resources for MCIS 360 Junior:

- **Site Manual**- Site-level guide on features of MCIS 360 Junior
- **Career Plan Site-Level Editor Guide**- Create your own site-level Career Plans
- **Career Plan Activity Library**- Copy of all activities within career plans 6-12
- **Career Plan Printable Activities**- Copy of all activities for hard copy distribution to students
- **Implementation Framework**- Guides for teachers and students that introduces the tool and framework
- **Quick Starts**- Brief guides for users, teachers, and counselors about frequently used features
- **Presentations and Intro Sheets**- Introduction information for students and parents

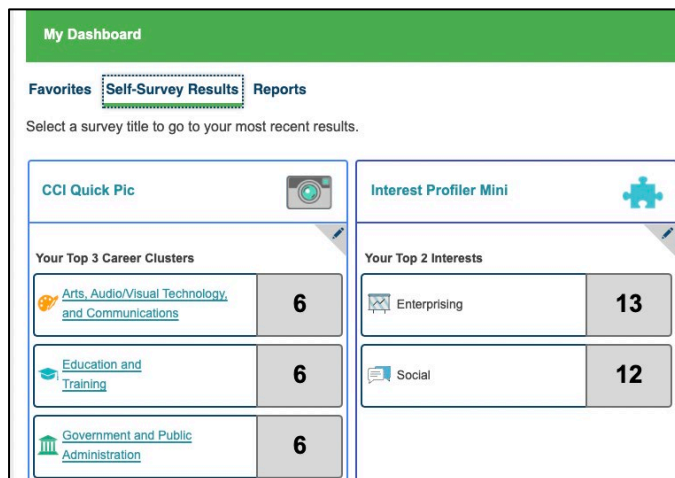
My Dashboard

Students have an individual dashboard with their favorited careers, clusters, and self-survey results. It also generates quick PDF reports.

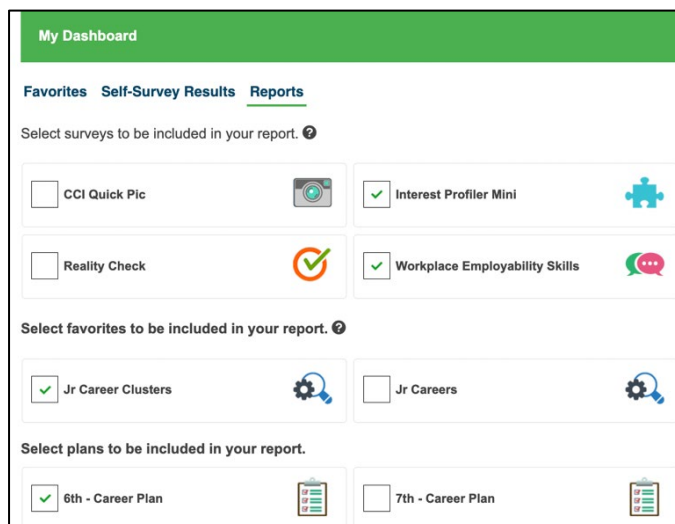


Save an item to favorites by selecting **thumbs up** at any time in MCIS 360.

Select a **title** to go to the Career or Cluster profile.



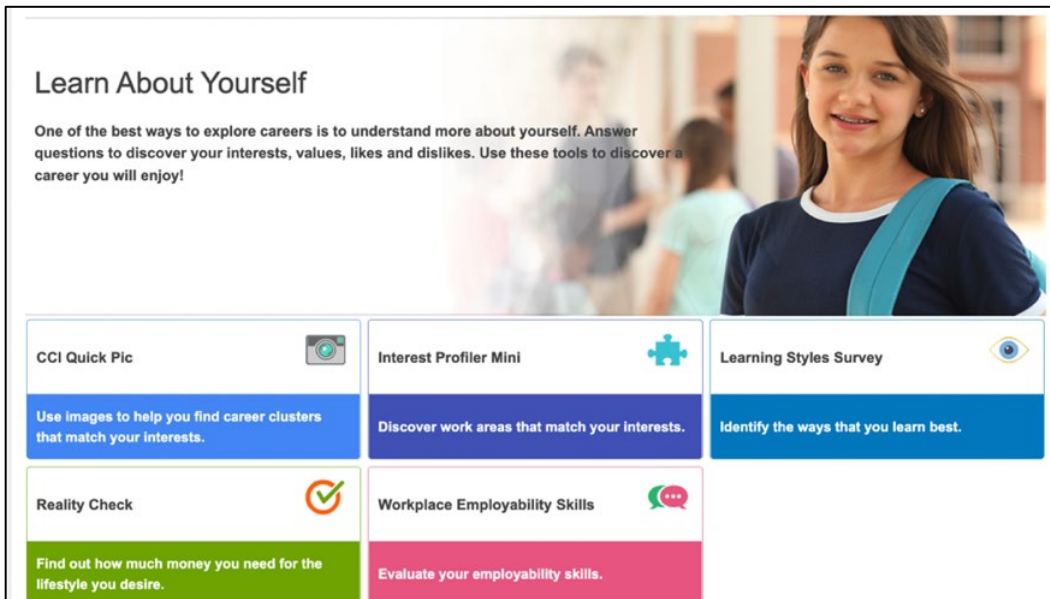
Completed Self-Survey results save on the Dashboard. Select the pencil icon to leave a personal note and restore results from a past survey.



Reports export a single PDF with self-survey results, favorite careers and clusters, and career plan summaries. This can be used to turn in for assignments.

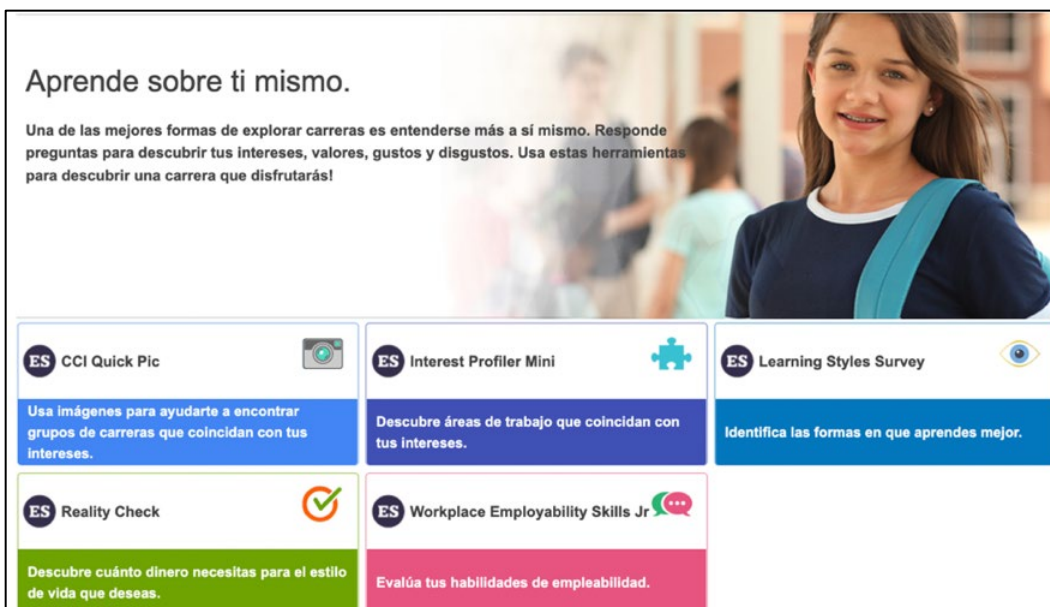
Self-Surveys

Self-surveys help students learn more about themselves and provide a way to look at the world of work through personal characteristics. They are not designed to tell a person what careers they should or should not pursue, but instead begin a dynamic process of career exploration.



MCIS 360 Junior has five self-surveys: CCI Quick Pic, Interest Profiler Mini, Learning Styles Survey, Reality Check, and Workplace Employability Skills. Each self-survey features a reflection activity in Career Plan. This helps users develop a strategy for applying results to their individual education and career planning.

All self-surveys are available in English and Spanish. Use the drop down at the top to change the language setting. The self-survey landing page will update to show text in Spanish and the ES icon. Questions and results are translated. CCI Quick Pic also features Spanish audio and audio translation.



















CCI Quick Pic

Career Cluster Inventory (CCI) Quick Pic contains images and audio to engage a wide range of users. The self-survey uses activity similarity to help users identify and explore career clusters that match their interests. The assumption behind activity similarity is that if an individual enjoys activities paralleling those of a career (within a given career cluster), they will find jobs in that cluster satisfying.

CCI Quick Pic is a highly visual, informal interest inventory that ranks the 16 career clusters identified by the States Career Cluster Initiative.

- Time to complete: 5 to 10 minutes
- Number of items: 48
- Available in Spanish or English, with audio also available in Spanish
- Each statement describes a different activity, rate how much they would like or dislike each activity.

CAREER CLUSTER DESCRIPTIONS

	Agriculture, Food, & Natural Resources	Raise, sell, or make products from plants and animals, or work to conserve natural resources, protect the environment.
	Architecture & Construction	Responsible for buildings and structures like highways and bridges.
	Arts, Audio/Visual Tech, & Communications	Perform or create art, or work behind the scenes to make the performance or publication happen.
	Business Management & Administration	Help businesses operate.
	Education & Training	Guide and train individuals.
	Finance	Help businesses or individuals keep track of money.
	Government & Public Administration	Plan and perform government functions at the local, state, or federal level.
	Health Science	Promote health and wellness, diagnose, and treat injuries and disease.
	Hospitality & Tourism	Help restaurants, hotels, attractions, recreation events, and travel related services operate.
	Human Services	Work with individuals and families to meet their needs.
	Information Technology	Work with computer hardware, software, multimedia, and network systems.
	Law, Public Safety, Corrections, & Security	Enforce the law, provide fire protection, security, or legal services.
	Manufacturing	Design a new product or determine how it is made, make the product, or install and repair the product.
	Marketing	Help businesses sell products.
	Science, Tech, Engineering, & Mathematics	Complete scientific research in laboratories or the field, plan and design products and systems, or provide support to scientists, mathematicians, and engineers.
	Transportation, Distribution, & Logistics	Drive or pilot transportation to move people and products, repair vehicles, trains, planes, and ships, or work to make sure products and people get to the right place on time.

Interest Profiler Mini

The Interest Profiler (IP) Mini allows students to explore how their interests relate to careers. The O*NET based self-survey describes 30 work activities that represent a wide variety of careers, as well as a broad range of training levels. Students rate each activity according to their level of interest and be matched with Interest Areas. Interest Areas are compatible with Holland's R-I-A-S-E-C constructs: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

One way to find careers that individuals enjoy is to connect interests to careers!

- Time to complete: 5 to 10 minutes
- Number of items: 30
- Available in Spanish or English
- Each item describes activities related to careers. Rate how much you like or dislike the activity.

INTEREST PROFILER MINI SIX INTEREST AREAS

REALISTIC People with realistic interests like work activities that include practical, hands-on problems and solutions. They enjoy dealing with plants, animals, and real-world materials, like wood, tools, and machinery. They enjoy outside work. Often people with realistic interests do not like careers that mainly involve doing paperwork or working closely with others.	CONVENTIONAL People with conventional interests like work activities that follow set procedures and routines. They prefer working with data and detail more than with ideas. They prefer work in which there are precise standards rather than work in which you must judge things by yourself. These people like working where the lines of authority are clear.
INVESTIGATIVE People with investigative interests like work activities that have to do with ideas and thinking more than with physical activity. They like to search for facts and figure out problems mentally rather than to persuade or lead people.	SOCIAL People with social interests like work activities that assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines, or data. They like to teach, to give advice, to help, or otherwise be of service to people.
ARTISTIC People with artistic interests like work activities that deal with the artistic side of things, such as forms, designs, and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules.	ENTERPRISING People with enterprising interests like work activities that have to do with starting up and carrying out projects, especially business ventures. They like persuading and leading people and making decisions. They like taking risks for profit. These people prefer action rather than thought.

Learning Styles Survey

The Learning Styles Survey prompts students to think about themselves and to consider learning alternatives. Students may develop new strategies to enhance their learning by evaluating their learning style and information processing preferences. Students should only use the Learning Styles Survey as a general guide to their learning style.

1. Time to complete: about 5 to 10 minutes
2. Number of items: 24
3. Available in Spanish or English
4. For each item choose the frequency that best describes you (often, sometimes, not often)
5. Results rate your primary, secondary, and third learning style. Each include study tips.

LEARNING STYLES

Auditory



Description	Study Tips
You learn best through your ears. You sit where you can hear what is going on in the classroom. You like to listen to the lesson and take notes on it later. It is helpful if you can talk about the facts and concepts you learn in class with a friend or a study partner. You may hum or talk to yourself when you are bored. You remember things through the sounds related to the experience.	<ul style="list-style-type: none">• Record lessons or your notes and re-listen later.• Quietly say words out loud when you read.• Talk to yourself about important points in notes.• Ask teachers to give directions out loud or have someone read them to you.• Put key ideas or facts into a song or rhythm.• Join or organize a study group.• Do homework with friends.• Ask a visual or tactile study partner to create a verbal quiz for you.

Visual



Description	Study Tips
You learn best through your eyes. Learning is easier for you when information is presented visually. Charts, diagrams, images, or written materials make concepts clearer. You prefer to learn from a book rather than a teacher who lectures. Sitting in the front of the room lets you look at the teacher and helps you focus. It may be difficult for you to complete work while talking with someone. You may like to picture ideas in your head, watch TV or videos. You probably take detailed notes.	<ul style="list-style-type: none">• Look at people when they are talking.• Recopy notes in color.• Use post-it notes to write down key ideas.• Make to-do lists.• Use diagrams, charts, and maps.• Arrange color coded flash cards on a wall or poster.• Visually organize notes using columns, categories, outline forms, and charts.• Study in a quiet place, sound may distract you.• Write out everything so you can look at it for review.

Tactile
















Description	Study Tips
You learn best through physical experience. You are a hands-on person, probably an athlete. You like to share your opinions with others. The more you can manipulate and touch information the better. Physical activity while learning helps you remember; like working on a lab experiment or going on a field trip. You like to doodle, eat a snack, or move frequently to help with concentration.	<ul style="list-style-type: none">• Take notes to give your hands something to do.• Rewrite your notes or type them on a computer.• Make charts, grids, outlines, diagrams.• Underline while reading, write notes in the book.• Exercise while you problem solve.• Take short breaks while studying.• Play music in the background.• Act out ideas or role play situations.

Reality Check

How much money do you need to support your lifestyle? What careers match your financial needs? Use reality check to get a realistic view of how much it costs to live on your own after school, how much you'll need, and what you can make in various careers. Reality Check may be localized to your state, featuring specific cities and cost of living that is adjusted to your location. Reality Check is available in English or Spanish and is used in two ways:

1. The user selects various lifestyle options and sees which careers and wages fit their lifestyle choice
2. The user begins with a career and wage, then sees if their lifestyle goals fit that career choice

REALITY CHECK CATEGORIES










Location 	Type of Housing 	Utilities * 	Food 
Rural or country Small city or town Medium-size city Large city Very large city	Live with parents 1-bedroom apartment 2-bedroom apartment 3-bedroom apartment House Enter your own \$	Electricity Water and gas Internet Cell phone Cable Enter your own \$	Home Home and fast food Restaurants Enter your own \$
Transportation 	Clothing * 	Health Care 	Entertainment * 
Human power Public transportation Basic auto Average auto Luxury auto Enter your own \$	Basics Extras Work clothes Shopping spree Enter your own \$	No health insurance Buy work insurance Buy own insurance Enter your own \$	Homebody Fun around town Explorer Live it up Enter your own \$
Personal Care * 	Miscellaneous * 	Student Loans 	Children 
Basics Extras Health and fitness Salon services Luxuries Enter your own \$	Small stuff Pet care Furniture Electronics Travel Enter your own \$	No debt Certificate (public, private) Associate (public, private) Bachelor's (public, private) Graduate (master's, doctoral, professional) Enter your own \$	None One Two Three + Enter your own \$
Savings 	* Indicates multiple answers can be selected		
0% 2% 5% 7% 10% Enter your own \$			

Workplace Employability Skills

The Workplace Employability Skills self-survey can help a user evaluate proficiency with nine skill areas. Employability skills are things like professionalism, collaboration, and innovation. These are skills that employers look for when hiring. Results reflect strengths as well as areas of improvement. Knowing more about skill level helps build strengths and focus on things that need improvement.

- Time to complete: about 5 to 10 minutes
- Number of items: 27
- Each statement describes employability skills, rate level that best matches current ability (high, medium, or low)

WORKPLACE EMPLOYABILITY SKILLS

	Diversity Competence Skills	Adjust your communication to engage other cultures or other generations and working with diverse people.
	Collaboration Skills	Contribute to a team, respect contributions of others, and take responsibility for your role in a team.
	Complex Communication Skills	Listen, make presentations, and summarize information.
	Workplace Environment Skills	Adapt to change, be open to learning new ways of doing things, and explain the policies, procedures, and guidelines of your school.
	Financial Practices and Skills	Effectively organize personal finances, handle financial activities responsibly, and demonstrate knowledge of financial concepts.
	Initiative and Self-Direction Skills	Continuously improve your performance or behaviors, pursue your work with drive, investigate resources, and seek out new responsibilities.
	Ethical Practices Skills	Respectfully use the property of your school, take responsibility for your actions, know the difference between personal and school-related activities, and be reliable.
	Professionalism Skills	Dress appropriately for school, manage your time productively, and take ownership of your work.
	Thinking and Innovation Skills	Identify problems and propose solutions, transfer your knowledge and skills into other situations.

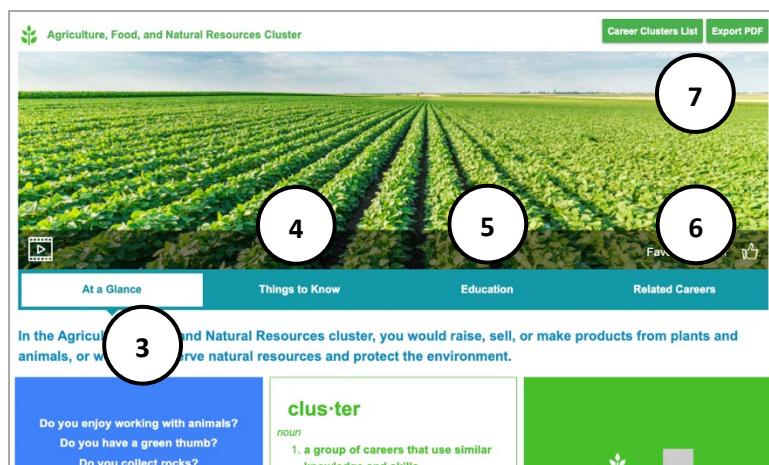
Careers

MCIS 360 Junior Careers are based on the 16 career clusters identified by the States Career Cluster Initiative (SCCI). Career language is adjusted to a 6th grade reading level.

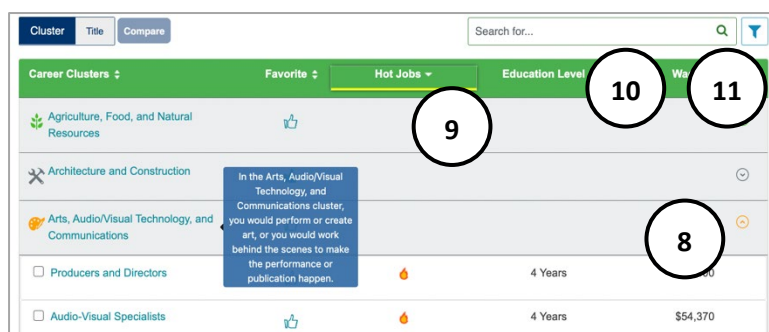
Career Clusters



1. The **Careers Index** defaults to cluster view and shows the 16 career clusters.
2. Select the **Cluster Title** to see the **Cluster Profile**.



3. **Cluster at a Glance** provides a description, questions to consider, and CCI Quick Pic results if available. Clusters each contain a descriptive video.
4. **Things to Know** explores what is done in that cluster and which skills are needed.
5. **Education** looks at courses and activities to help prepare for a career in the cluster.
6. **Related Careers** links directly to careers within the cluster.
7. Select **Career Cluster List** to return to results, **Export PDF** downloads the profile.



8. **Down arrow** shows careers in the cluster.
9. **Headings** sort careers within clusters.
10. Search for careers or clusters with the **search bar**.
11. **Filter** down results by favorites, education level, median wages, hot job, STEM, and high self-employment. Filter results by self-survey results.

Career Titles

Career Information System 360 Jr

English Stephanie

My Dashboard Career Plan Self-Surveys **Careers** Resume

Careers List

View: **1** Cluster **Title** Compare **2** Search for...

Careers	Favorite	Hot Jobs	STEM	Education Level	Wages
<input type="checkbox"/> Accountants and Auditors 3	<input checked="" type="checkbox"/>			4 Years	\$73,560
<input type="checkbox"/> Actors	<input checked="" type="checkbox"/>			2 to 3 Years	\$41,999

Heavy Equipment Mechanics

Compare Career Clusters List Export PDF

4 **5** **6** **7** **8** **9**

At a Glance Things to Know Wages Employment Education Related Careers

Wages
Above Average
\$55,350

Education
2 to 3 Years

Employment
Above Average
13,700 Jobs

Heavy equipment mechanics repair machines that are used in construction, logging, mining, and other industries.

Are you good at fixing things?
Do you like to help people?
Do you like to figure out how things are put together?

?

If you answered yes to these questions, you might like to be a heavy equipment mechanic.

ca-reer
synonyms
1. occupation
2. profession
3. job

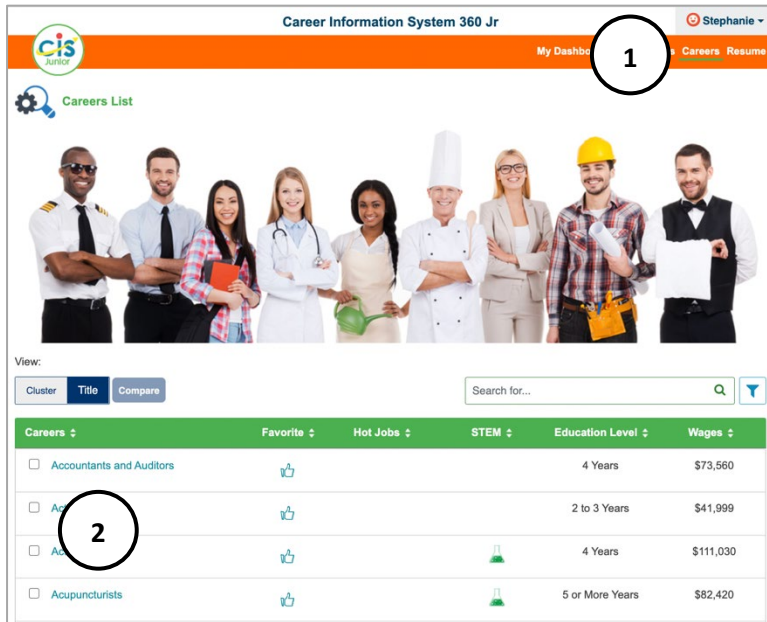
Career Cluster
Transportation, Distribution, and Logistics

How do I prepare?
To work as a heavy equipment mechanic, you typically need to

- have a high school diploma or equivalent; and
- complete long-term, on-the-job training.

1. On the **Career Index**, select **Title** to see a full list of careers.
2. Use the headings to sort careers by **Favorites**, **Hot Jobs** (fast growing, many openings, generally pay well), **Education Level**, **STEM**, and **Wages**. Use the filter to narrow down results based on favorites, education level, median wages, hot job, STEM, and high self-employment.
3. Select the **Career Title** to see the **Career Profile**.
4. **Career at a Glance** is an overview of wages, education, and employment. It includes questions to consider if this career is a fit and preparation ideas. Careers each contain a descriptive video.
5. **Things to Know** includes tasks for the job, skills and abilities, and what the work will be like.
6. **Wages** shows national wage data broken out by annual, monthly, or hourly. It includes entry, median, and experienced wages. Localize wages with **Select State**.
7. **Employment** provides employment outlook data broken out by current employment, job growth, and employment opportunities. Localize employment with **Select State**.
8. **Education** includes what courses and activities prepare for this career.
9. **Related Careers** links directly to careers and clusters that share similarities.

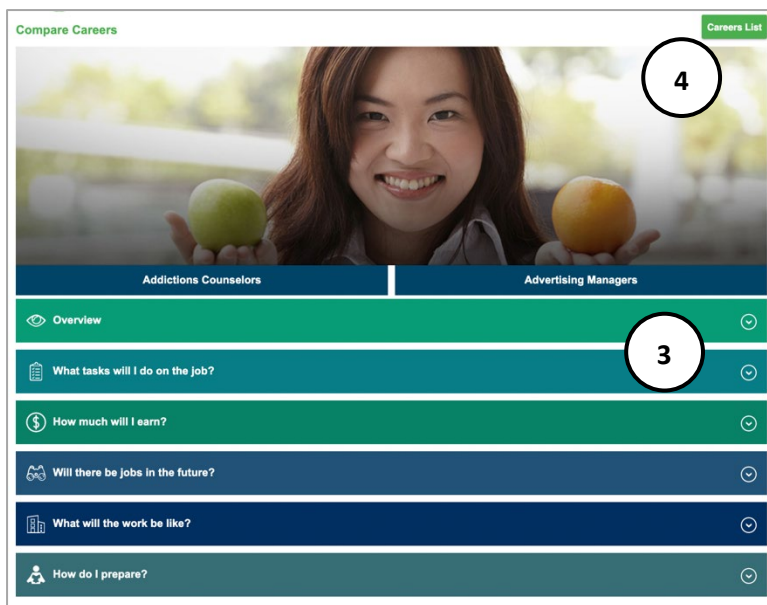
Comparing Careers



1. On the **Careers** index page, compare two different careers.

2. Select the check boxes next to two different careers.

Careers	Favorite	Hot Jobs	STEM	Education Level	Wages
<input type="checkbox"/> Accountants and Auditors				4 Years	\$73,560
<input type="checkbox"/> Acupuncturists				2 to 3 Years	\$41,999
<input type="checkbox"/> Acupuncturists				4 Years	\$111,030
<input type="checkbox"/> Acupuncturists				5 or More Years	\$82,420



3. The two careers display. Use the **down arrow** to expand and compare the overview, job tasks, wages, employment outlook, what the work will be like, and how to prepare.

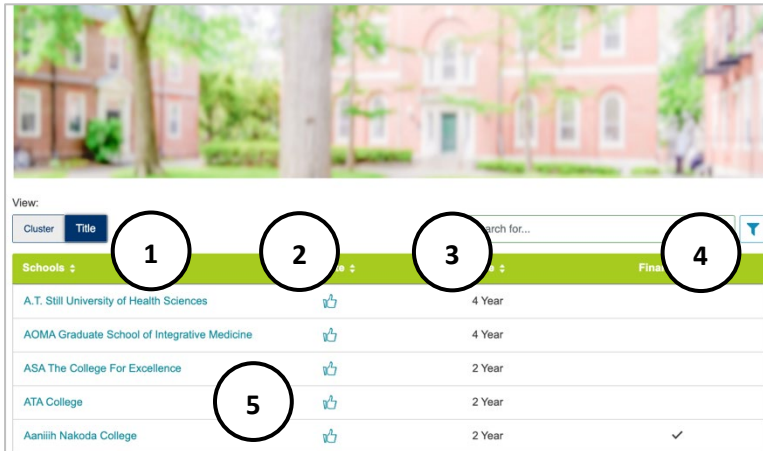
4. Select **Career List** to return to the **Career index**.

Education

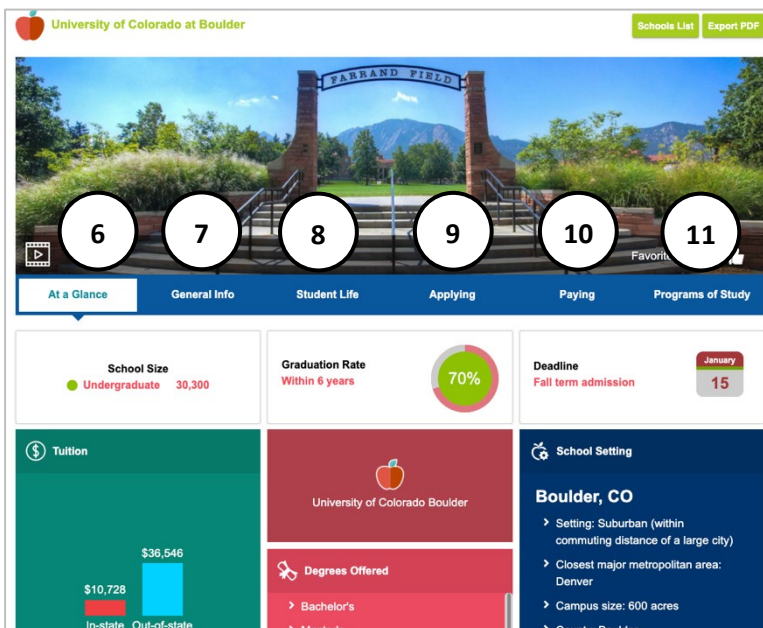
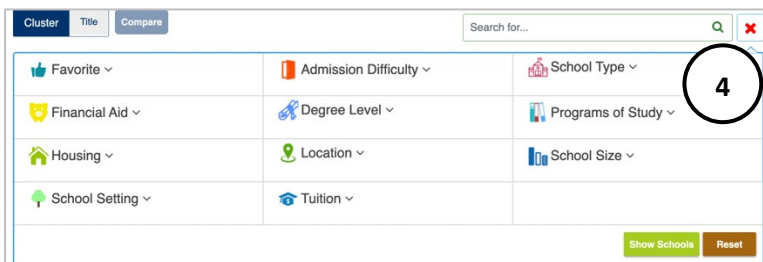
Education has indexes for **Schools**, **Scholarships**, and **Program of Study**. Indexes contain curated and validated data compiled from multiple sources, including Peterson's, the US Department of Education, and professional organizations.

Schools

The **Schools Index** has 5,000+ career and technical, two year, and four year schools, including undergraduate and graduate schools. The information in the school profile varies depending on the school.

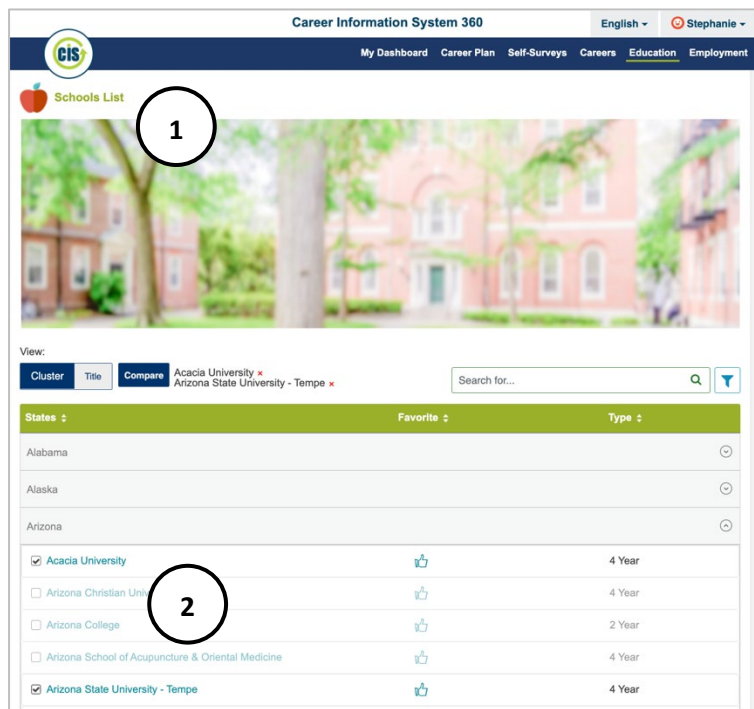


1. View schools by **cluster** (state) or **title**. Search **in-state** or **national** with the radio buttons.
2. Headings sort results by **title**, **favorite**, **type** (2 or 4 year), or **financial aid eligibility** with the header.
3. **Search** for a specific school.
4. **Advance filter** school list by **favorite**, **admission difficulty**, **school type**, **financial aid**, **degree level**, **programs of study**, **housing**, **location**, **school size**, **school setting**, and **tuition**.
5. Select a title to see the **school profile**.

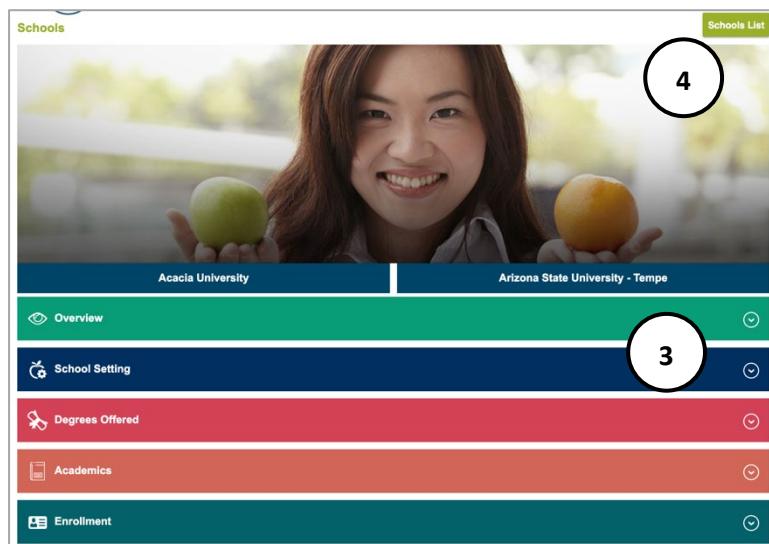


6. **At a Glance** has school size, graduation rate, admission deadlines, tuition, degrees offered, and school setting overview. Schools may have a campus image and video.
7. **General Info** may include date founded, type of school, returning freshman %, address, or academic statistics.
8. **Student Life** may include student body, housing, activities, sports, or services.
9. **Applying** may include entrance difficulty, last year's applicant profile, education required, application dates and requirements, transfer students, and more.
10. **Paying** may include annual costs, things to know, and financial aid details.
11. **Program of Study** may include degrees or certificates offered.

Compare Schools



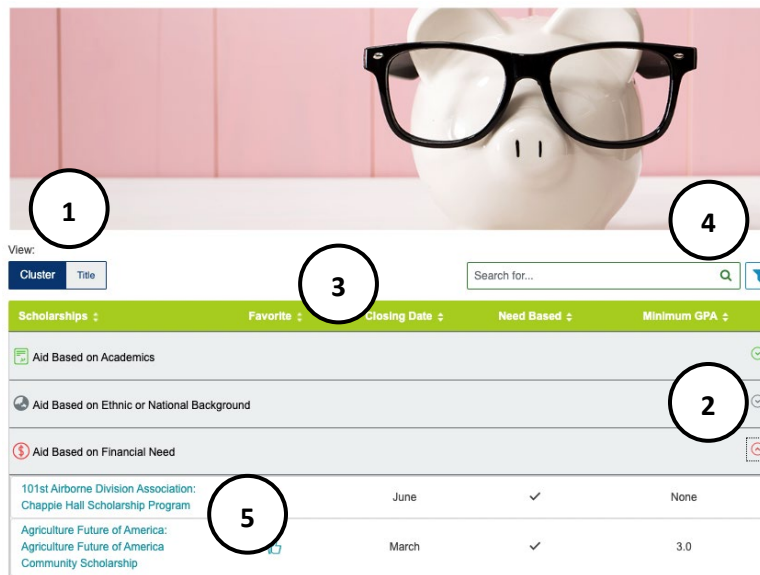
1. On the **Schools** list page, compare two different schools.
2. Select check boxes next to two schools and select **compare**.



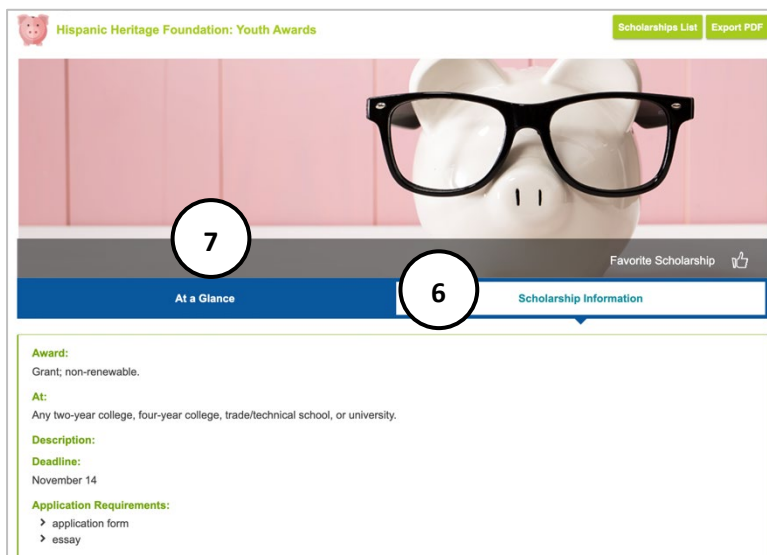
3. The two schools display. Use the **down arrow** to expand and compare categories including:
 - Overview
 - School setting
 - Degrees offered
 - Academics
 - Enrollment
 - Entrance difficulty
 - Application dates
 - Education required
 - Application requirements
 - Applying for financial aid
 - Annual cost for full-time students
 - Financial aid programs
 - List of programs of study
4. Select **School List** to return to the **School Index**.

Scholarships

The **Scholarships Index** has 2,700+ scholarships sorted by cluster or title.



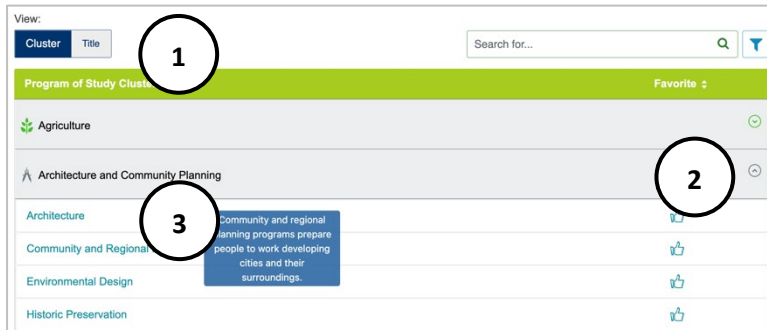
1. View scholarships by **cluster** (category) or **title**. Use radio buttons to change search from **in-state** to **national**.
2. The **down arrow** expands a **cluster** to see scholarships.
3. Headings sort by **scholarship**, **favorite**, **closing date**, **need-based**, or **minimum GPA**.
4. **Search** or **advanced filter** by **favorite**, **need based**, **GPA**, **full time or part time**, **current education level**, **programs of study**, **award type**, **entry year in college**, **school type**, **application deadline**, or **disability**.
5. Select a title to see scholarship details.



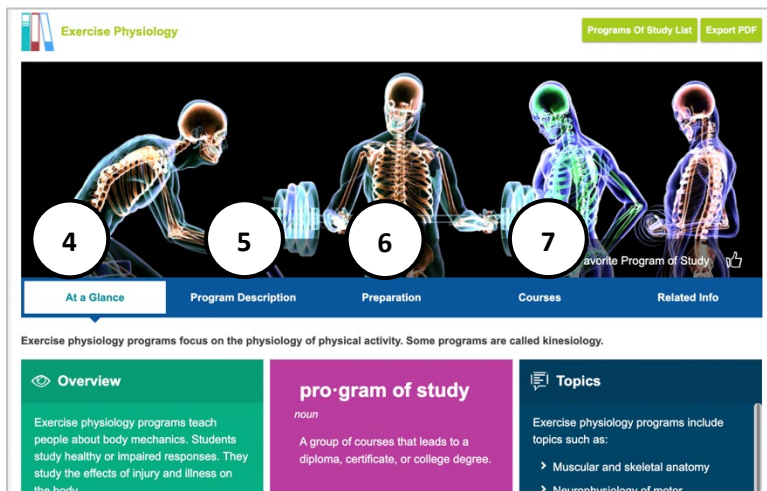
6. **Scholarship Information** may include:
 - **Award type** (scholarship, grant, loan, renewable/nonrenewable)
 - **To Study** lists which programs of study can use the award
 - At which colleges, universities, trade/technical schools can the award be used.
 - **Description**
 - **Deadline**
 - **Application Requirements** (application form, essay, etc.)
 - **Contact** (address, email, website)
7. **At a Glance** includes general financial aid information:
 - **Types of Financial Aid** definitions (scholarships, grants, loans)
 - **Financial Aid** definition
 - **Explore Scholarship** link
 - **FAFSA** definition and link

Program of Study

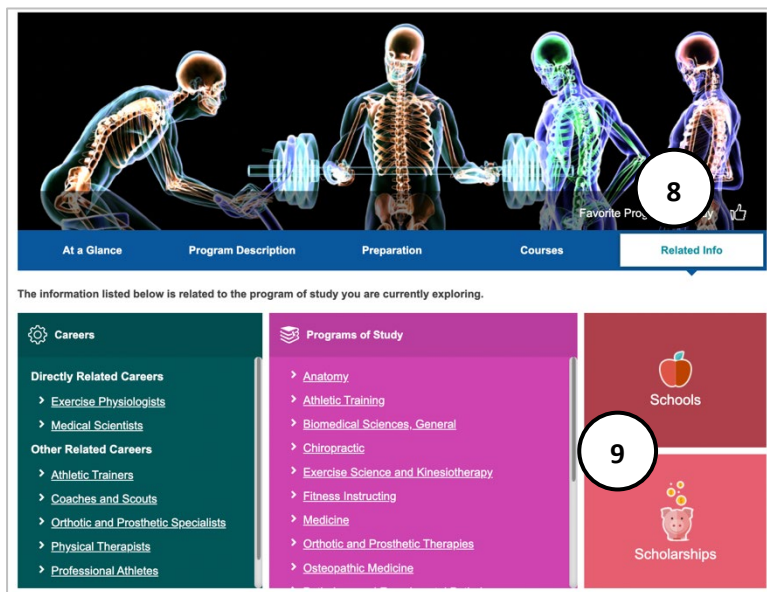
Programs of Study contains over 650 programs of study and 40 clusters. A program of study is a sequence of courses that leads to a degree or certificate. At colleges and universities, programs of study are called "majors." This index connects careers to schools that provide training and to scholarships related to that training.



1. View program of study by **cluster** or **category**.
2. In **cluster** view, the **down arrow** shows corresponding programs of study.
3. Select a **Program of Study** to see the profile, hover for a brief description.



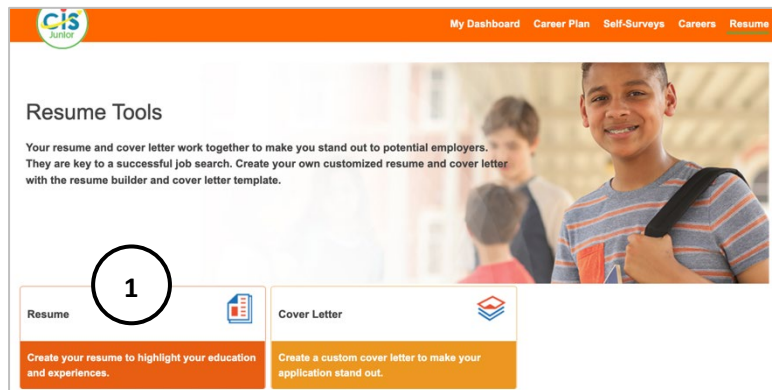
4. **At a Glance** is a brief **description** of program of study, an **overview**, **topics** studied, and a link to **schools** that offer the program of study.
5. **Program Description** may include in-depth overview, concentration, schools, and things to know.
6. **Preparation** may include helpful high school courses, program preparation, and graduate program preparation.
7. **Courses** lists those that are common in the program.



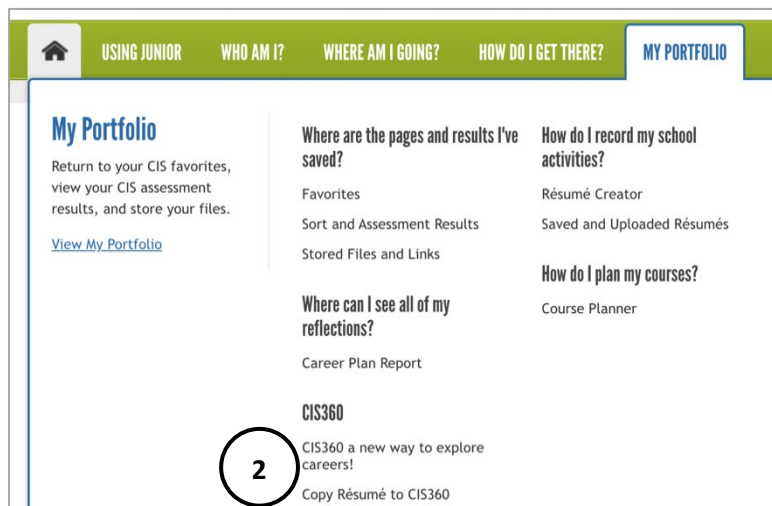
8. **Related Info** connects users to related items to research within CIS 360, including **Careers** and **Programs of Study**.
9. **Schools** lists those that have the program of study. **Scholarships** lists those that are applicable to the program of study.

Resume

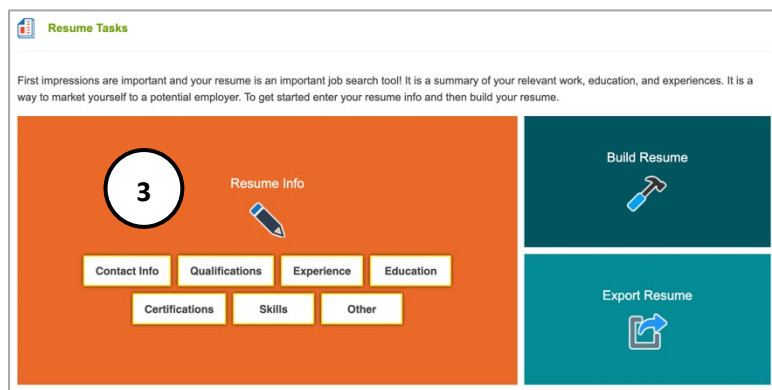
Resumes and cover letters work together to make a candidate stand out to potential employers. They are key to a successful job search. The **Resume** builder is a tool to help summarize relevant work, education, and experiences for potential employers.



1. Customize a resume and create an exportable PDF or Word document. Select **Resume** to go to the **Resume Task** landing page.



2. If a user has a resume in Enterprise, they can copy it to MCIS 360. In Enterprise, use the top menu **My Portfolio** tab and select **Copy Resume to MCIS 360**.



3. To create a new resume, enter **Resume Information**.

Experience

List any paid or unpaid work you have done, as well as any military service. Include information about responsibilities, accomplishments, and awards.

4

Professional Volunteer Military

Saved

Experience Name	Actions
Professional	
Jr. Camp Counselor	5 6
Volunteer	
Student Council President	

7

Resume Tasks

4. Select the **category**. Some categories have more than one option (ex: professional, volunteer, or military experience). Enter the category fields. Select **save** when complete.
5. A list of saved entries displays within each category. To add another entry within the category, select the **category box**.
6. Use the **pencil** to edit past entries, and the red **x** to delete past entries.
7. Select **Resume Tasks** to return to the resume task landing page.

Resume Tasks

First impressions are important and your resume is an important job search tool! It is a summary of your relevant work, education, and experiences. It is a way to market yourself to a potential employer. To get started enter your resume info and then build your resume.

Resume Info

8

Build Resume

Export Resume

Contact Info Qualifications Experience Education Certifications Skills Other

8. Complete all desired resume information and select **build resume** to add the information into a resume format.

Build Resume

Use the information you entered in Resume Info to create your resume.

Enter a name for your resume.

9

Resume Name

7th grade resume

Select a style.

Resume Styles

10

Style 1

Style 2

Lynn Bavin

Qualifications

Summary/Purpose

With over 10 years of experience in marketing, I have exceptional skills and experience in analyzing marketing programs and sales techniques to secure profits. I am looking to further my career as a marketing manager for a leading Fortune 500 company.

Experience

Professional

Marketing Analyst, Open Gate Inc. 2010 to present

Responsibilities

- Research and recommend changes to existing services and products.
- Maintain positive client relations.

Accomplishments

- Developed a merchandising plan that turned a loss into a profit.
- Improved customer satisfaction through development of a training script.

9. Enter a **unique name** to manage multiple resumes in MCIS 360. This is a required field and does not display on the resume. It is the default file name when exported.
10. Resume builder provides two style templates to choose from. Select which **template** to use.

Build Resume Save To Export Resume Tasks

Create your custom resume.

- ✓ Select the information that is relevant to the job you are applying for.
- ✓ Select Resume Tasks and go to Resume Info to edit information.
- ✓ Use the arrows to reorder information.
- ✓ Select Save to Export when you are done.

Experience

Name: Jr. Camp Counselor
Group: Professional
Add to Resume: ☐

Name: Student Council President
Group: Volunteer
Add to Resume: ☐

Contact Info ✓

Qualifications ☐ **Rename**

Experience **Rename**

Education **Rename**

Certifications **Rename**

- Resume Builder** lists the categories from **Resume Task Info**. If a category has entries from the **Resume Task** screen, it displays as blue text with a link. If it does not have entries, it displays as black without a link. Select each **category** to see entries on the left. Note that **Contact Info** is automatically added to the resume and is required.
- Select a category to see entries on the left, select the checkbox to **add to resume**.
- Up and down arrows** reorder entries within each category.
- Up and down arrows** move a whole on the resume. Select **rename** to change the name of a category (ex: change *other* to *leadership* based on the entry).
- Select **Save to Export** to move on to the export resume screen.
- Select **Resume Tasks** to make edits to the information in a category.

Export Resume Resume Tasks Build Resume Cover Letter Tasks

Congratulations you are one step closer to landing your dream job!

- ✓ Select a resume to export.
- ✓ Select Resume Tasks and go to Resume Info to edit information.
- ✓ Select Build Resume to reorder information.
- ✓ Select Cover Letter Tasks to create a professional cover letter.

7th grade resume **Delete**

- In **Export Resume**, select **Resume Tasks** to change entries and info, **Build Resume** to make edits to format and order, or **Cover Letter Tasks** to advance to a cover letter.
- Select the **resume title** to see a preview of the resume. Select **delete** to remove.

Charli McGregor

555-111-2222 | CharliMcG@gmail.com | 414 Bluebird Ln. Magnolia, OH 44303

Qualifications

Summary/Purpose

I have worked two afternoon shifts each week at the Student Store. I am skilled at managing our money, doing inventory, and customer service.

Experience

Professional

Jr. Camp Counselor, Park District
Magnolia, OH
6/14/2021 to 8/13/2021

Skills

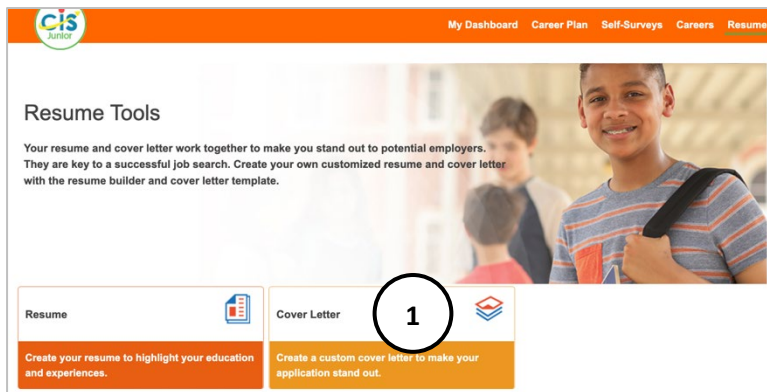
- Communication
- Organization

Export PDF **Export Word** **Cancel**

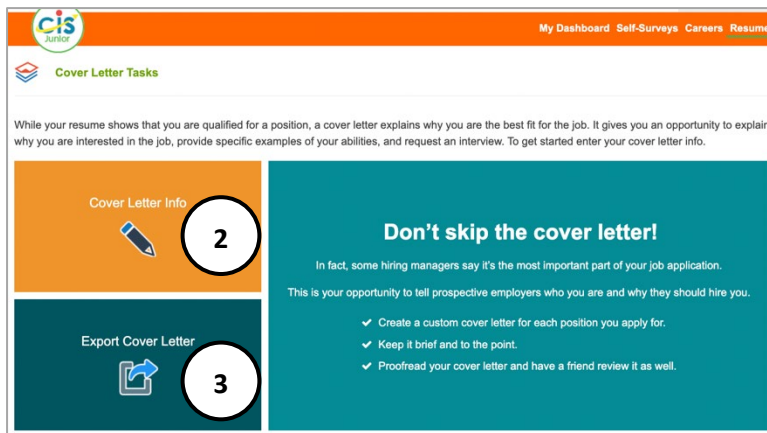
- Resume preview** shows the selected categories, entries, and format. This screen allows a proofread before export.
- Export** resume to PDF or Word.
- Select **cancel** to return to the resume export landing page. This is helpful to make changes to the resume task information or the order.

Cover Letter

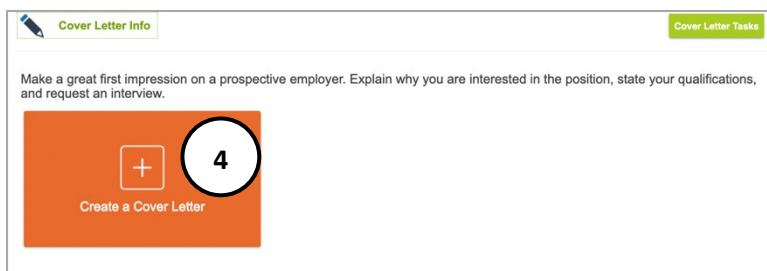
A cover letter explains why someone is the best fit for the job. It gives an opportunity to explain interest in the job, provide specific examples of abilities, and request an interview. The **Cover letter** builder is a tool to help create a customized cover letter that explains interest in a position.



1. Use **Cover Letter** builder to create a document with consistent format to **Resume Builder**. Select **Cover Letter** to go to the **Cover Letter Task** landing page.



2. Select **Cover Letter Info** to create a new cover letter and enter information.
3. Select **Export Cover Letter** to export a previously created and saved cover letter.



4. Select **Cover Letter Info** on the **Cover Letter Task** landing page, then select **Create a Cover Letter** to enter cover letter information in the builder.

Create a Cover Letter Save

* Cover Letter - Create a Cover Letter Name ⑤

7th Grade Cover Letter ⑪

* Your Contact Info ⑥

Middle school information

* Recipient Name ⑦

Stanley Smith

* Recipient Address

42 Monterey Lane, Magnolia, OH 44303

* Intro ⑧

Dear Mr. Smith,

* Body ⑨

I am excited to apply for the position of Assistant Camp Counselor at the Magnolia Park District. I worked as a Junior Camp Counselor this last summer and really enjoyed working with the kids and counselors in each group.

I am a dependable worker. One example of this is that when I was a Junior Camp Counselor, I always arrived 15 minutes early to organize supplies for the day. I learned how to be responsible. I am good at making sure the kids all stay with the group, have the supplies they need for activities, and when they have trouble. These are all qualities that will help me be an Assistant Camp Counselor this year.

* Valediction ⑩

5. Enter a **unique name** to manage multiple cover letters in MCIS 360. This is a required field and does not display on the cover letter. It is the default file name when exported.
6. Enter **your contact info** or select the contact information saved from a resume or previous entry (required).
7. Enter the **recipient's name and address** to display at the top of the cover letter (required).
8. Create an **intro** greeting, ex: Dear Hiring Manager (required).
9. Create **body** text, in paragraph or bullet format (required).
10. Enter **closing** (required).
11. Proofread and select **save**.

Make a great first impression on a prospective employer. Explain why you are interested in the position, state your qualifications, and request an interview.

Create a Cover Letter

Saved

Cover Letter Name ⑫	Actions ⑬
7th Grade Cover Letter	

12. Find the document in the list of saved cover letters. This is where the unique name is displayed.
13. Options to **edit**, **export**, or **delete** cover letter.

Export PDF Export Word Cancel

Charli McGregor ⑮ ⑯

555-111-2222 | CharliMcG@gmail.com | 414 Bluebird Ln. Magnolia, OH 44303 |

February 7, 2022

Charli McGregor ⑭

Dear Hiring Manager,

I am excited to apply for the position of Assistant Camp Counselor at the Park District. I have been a Junior Camp Counselor this year and really enjoyed working with the kids in each group. I am a dependable employee. One example of this is that I always show up 15 minutes early to make sure I am organized for the day. As a Junior Camp Counselor, I learned a lot about how to be responsible. I am good at making sure all of the kids are in the group, helping them with activities and crafts, and stepping in when someone has trouble. These are all qualities that would help me as an Assistant Camp Counselor this summer.

Sincerely,

Charli McGregor

14. The **cover letter preview** displays format and field entries. Use this screen to proofread the cover letter.
15. **Export** cover letter to PDF or Word.
16. Select **cancel** to return to the cover letter export landing page and make edits to the field entries.

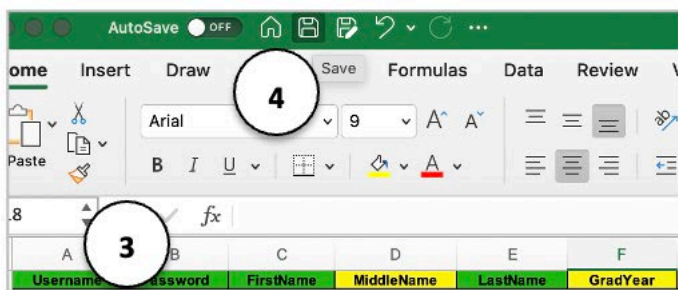
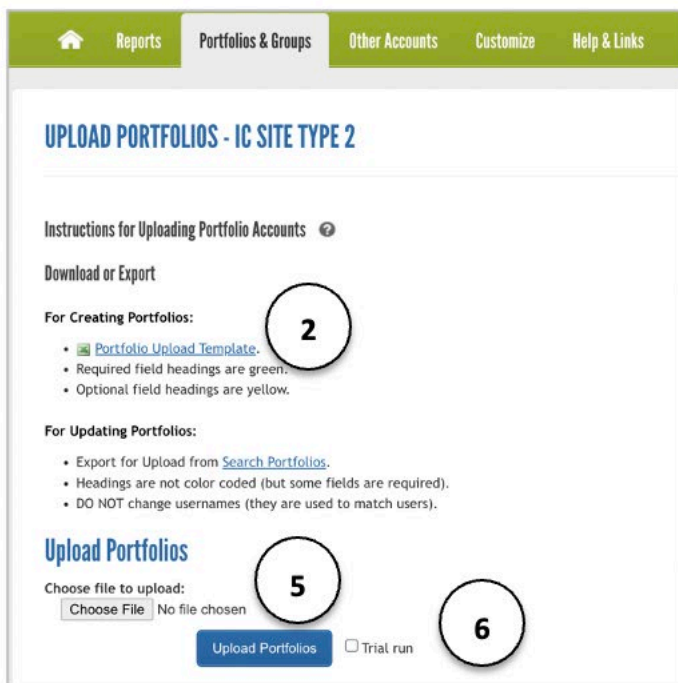
Admin Tools

Creating Portfolios

Sites have three options to set up new students in MCIS 360 Jr:

1. Batch Upload
2. User Creates Profile
3. Rostering through Clever (not open to all sites. If your school is currently using Clever, please contact mcrn@mt.gov to check availability)

Batch Upload Profiles: The site sets up student profiles, usernames, and passwords and sends information to students.



1. Log in to Administrative Tools with your Site Administrator or staff username and password. Select **Upload Several Portfolios** under the **Portfolios & Groups** tab.
2. Download the **Portfolio Upload Template**.
3. Fill out the template with students or clients listed on individual lines.
 - Green fields are required; yellow fields are optional. **Note:** some states require Graduation Year, but the Graduation Year field header will never display green. Graduation year is required for some optional Career Plan settings.
4. When finished with data entry, save this file to computer with a new name.
5. Return to **Upload Portfolios** and **Browse** for the saved template.
6. Check the **Trial Run** box and select **Upload Portfolios** to find out if the file can upload successfully or if there are errors that need to be corrected.

Upload Portfolios

Choose file to upload:
 No file chosen
 ☐ Trial run

Processing Status

2/22/2023 10:58:53 AM Process Status: Started
 2/22/2023 10:58:53 AM File Conversion: File converted
 2/22/2023 10:58:53 AM Process Status: Import Started
 2/22/2023 10:58:53 AM Process Status: Import Completed (check message and grid below for errors)
 2/22/2023 10:58:53 AM Process Status: **One or more records failed validation**

Review (check for errors in Status column)

User Name	Password	First Name	Middle Name	Last Name	Grad Year	E-mail	Group 1	Group 2	Group 3	Gender	Hispanic	Amer. Ind.	Asian	Black	Hispanic	Unique	Status
H5msae4fg	*****	Haley		Smith	2026												P4
mar45kl	*****	Joe		Jones	2027												P4
sign8kl	*****	Bob		May	2027												P4

UPLOADED PORTFOLIOS - IC SITE TYPE 2

Instructions for Uploading Portfolio Accounts

Download or Export

For Creating Portfolios:

- [Portfolio Upload Template](#).
- Required field headings are green.
- Optional field headings are yellow.

For Updating Portfolios:

- Export for Upload from [Search Portfolios](#).
- Headings are not color coded (but some fields are required).
- DO NOT change usernames (they are used to match users).

Upload Portfolios

Choose file to upload:
 No file chosen
 ☐ Trial run

- A list displays with the portfolios in the spreadsheet.
 - Portfolios that contain no errors show nothing in the **Status** column.
 - Portfolios that will not process properly include a status code error in the **Status** Column.
- If you see an error code, select the **Status Codes** PDF, and locate the status code error. In this example, **P4** means the passwords were not formatted correctly. Fix the identified error in the spreadsheet and save changes to your computer.
- Fix errors in the spreadsheet, **browse** for the document again, select **Trial Run**, and **Upload Portfolios**. If necessary, repeat steps 7 and 8 until no status code errors appear for any portfolios.
- When no status code errors appear, uncheck **Trial Run** and select **Upload Portfolios**. You will see a list of successfully uploaded portfolios.

Users Create Profiles: Alternatively, sites are provided a **Site Username** and **Password** when they are activated. Students use this to log in for the first time, and they are prompted to create an account and set their own username and password. This option does not require a site administrator to upload student lists and create passwords.

If you need to locate your **Site Username** and **Password**, please contact mcrn@mt.gov.

Career Information System 360 Jr

[Privacy Statement](#) [Save](#) [Cancel](#)

Create My Account

Personal Information

First Name** Middle Name Last Name**

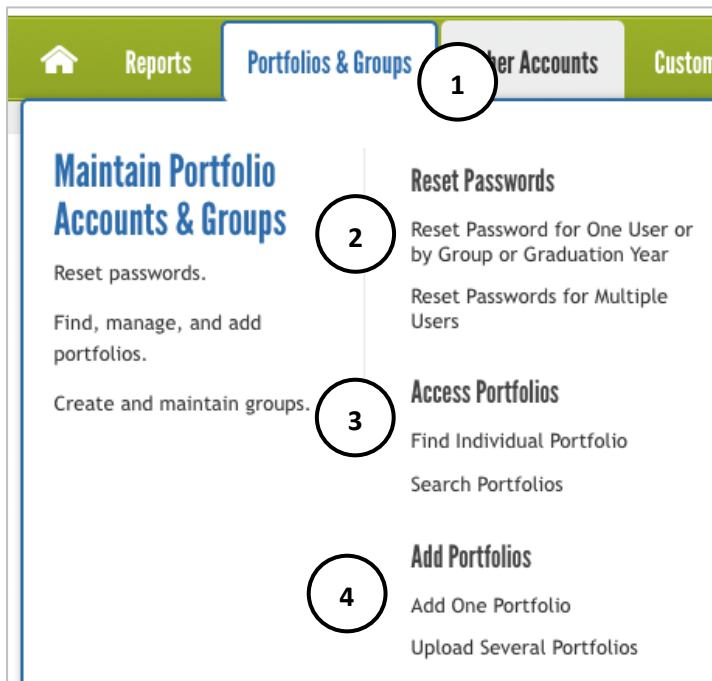
Username** Email

Set Password**

New Password Re-type Password

Maintain Portfolios

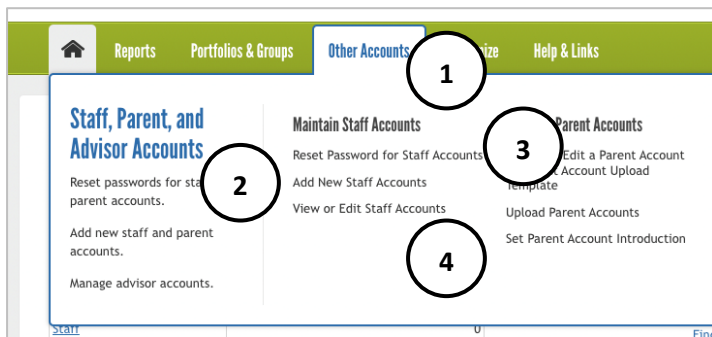
Find, manage, add student portfolios, and reset passwords.



1. Log in to Administrative Tools with your Site Administrator username and password. Use the **Portfolios and Groups** tab.
2. **Reset passwords** for individual users, multiple users, groups, or graduation year.
3. **Find individual portfolio** using a user's last name, first name, email, username, or unique ID. **Search portfolios** to generate a list by last name, group, graduation year, or to see all users in the site. This is used to view/edit portfolios, reset passwords, or to hide/transfer/merge portfolios. Use this option to print a student's portfolio contents.
4. See [Creating Portfolios](#)

Create and Maintain Staff Accounts

Set up, edit, or delete accounts for staff at your site as well as reset passwords. Staff accounts can access the site administration portal, generate reports, and student portfolios. Staff accounts cannot create other staff accounts.



1. Log in to Administrative Tools with your Site Administrator username and password. Use the **Other Accounts** tab.
2. Select **Add New Staff Accounts** to create a new account.
3. Select **Reset Password for Staff Accounts** to reset the password of an existing staff account.
4. Select **View or Edit Staff Accounts** to see existing staff accounts, make changes to their information, or remove accounts.