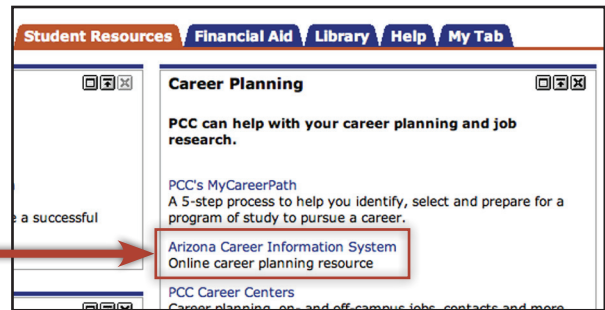


Start a Résumé

Arizona Career Information System (AZCIS)

Need help starting or improving your résumé? The steps below unlock résumé resources in AZCIS.

1. Login to **MyPima** and go to the Student Resources tab.
The link to AZCIS is located in the Career Planning channel.

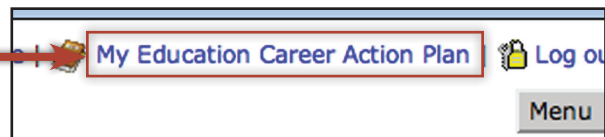


2. Click on the "Arizona Career Information System" link.
This will take you to the AZCIS home page.

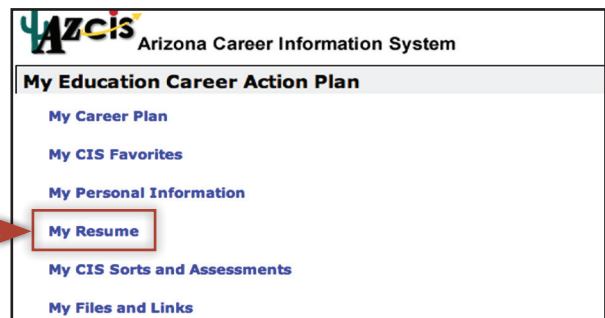
3. Select the "Create My Education Career Action Plan" link located under the section titled: "Pima Community College - Library Services." This site will save your AZCIS activities (such as My Résumé, My Career Plan, My Files and Links).



4. If you are a new user to AZCIS, select the "Create My Education Career Action Plan" link to create your account. If you are an existing user, log in using your user name and password you entered when you created your account.



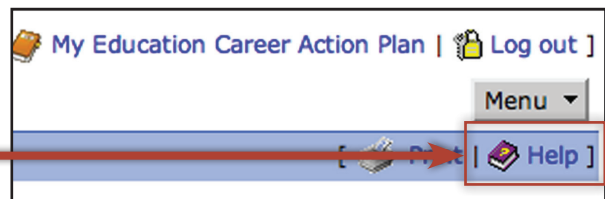
5. Click on the "My Education Career Action Plan" link located in the upper right-hand corner of the AZCIS page. This will take you to your Education Career Action Plan home page.



6. Click on the "My Résumé" link.
7. View the "Tutorial for Creating Résumés" for details on how résumé creation works.
8. Start building your résumé by working through the résumé topics just like the tutorial.

NOTE: The "Help" button (located in the upper right-hand corner of "My Education Career Action Plan" page) gives additional information and tips for every topic.

9. Save the résumé(s) you create in AZCIS, make a counseling appointment for résumé review, and, when your résumé is ready, upload it into MyCareerLink.



PimaCommunityCollege

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