Career Services, Student Portal (resume bank)

1. Register on Career Services website, https://reoc.brockport.edu/current-student-registration/. Agree to the terms and conditions, complete profile information including; name, email, and password, click register. You will receive an email confirming your account creation.

2. Login to your account at, https://reoc.brockport.edu/reoc-admin. If you forgot your password, there is a 'forgot password' option near the bottom of the screen.
   - ➢ Click 'add resume'
   - ➢ Complete all required fields
     - o 'Professional Title' - enter your program title/ career aspiration
     - o 'Resume Category'- enter your program/ career aspiration
     - o 'Resume Content'- copy and paste the top portion of your resume **only** –i.e. objective/ skills-qualifications, professional summary
     - o 'Certification/ Licensure'- enter your current or potential license info, i.e.-
       - ▪ Adult and Pediatric CPR, American Heart Association, 2018
       - ▪ National Pharmacy Technician Certification Board, Certification # 47585959, 5/2009
       - ▪ Certified Nursing Assistant, certification #874665478
     - o 'Education'- list institution name, field of study, dates attended. Under 'notes' add any awards, specifics related to major, or exceptional achievements if applicable.
       - ▪ List most recent education first (REOC), then any other college or vocational schools in chronological order, newest first. Do not list high school.
     - o 'Experience'- list employer, job title, dates worked (years only, no months). In the 'notes' box, copy and paste your bullets or list of responsibilities from your resume.
       - ▪ List most recent employment first, then previous employers, most recent first.
   - ➢ Resume file- click 'choose file', select your resume to upload
   - ➢ Click, 'preview'
   - ➢ If the formatting looks correct, click submit. If errors need to be corrected, click 'back to edit', correct the errors, click preview again, and then submit.
   - ➢ Congratulations, you have submitted your resume for review and posting. A Career Services representative will now review your resume for accuracy, completeness, and formatting. When approved your resume will immediately be posted to the REOC resume bank for employer searching availability.

To further edit your resume, search for employment, report employment obtained, or schedule an appointment with a Career Services Advisor, login to the Career Services Portal and choose the appropriate link. Please ensure you report all employment to Career Services upon notice. Your resume will remain on the site until you request removal.