

Creating a MyPURPOSE Résumé

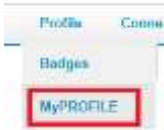


Whether it's to track employment history for personal knowledge or to provide details to human resources for a personnel action, there are times it can be helpful for an employee to maintain a résumé without applying for a new position.

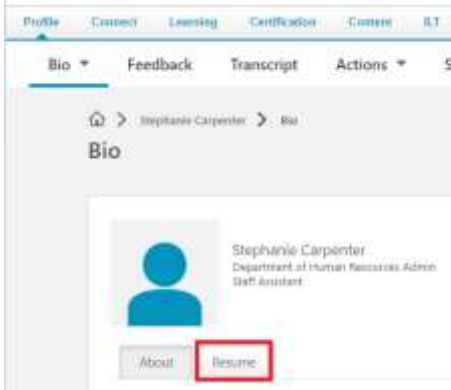
Within MyPURPOSE, employees can access MyPROFILE to add and/or update a résumé, by following the instructions below.

Log into MyPURPOSE.

From the MyPURPOSE home screen, click on the **MyPROFILE** tile.



This will take you to the Bio page. On the Bio page click on the **Résumé** tab.

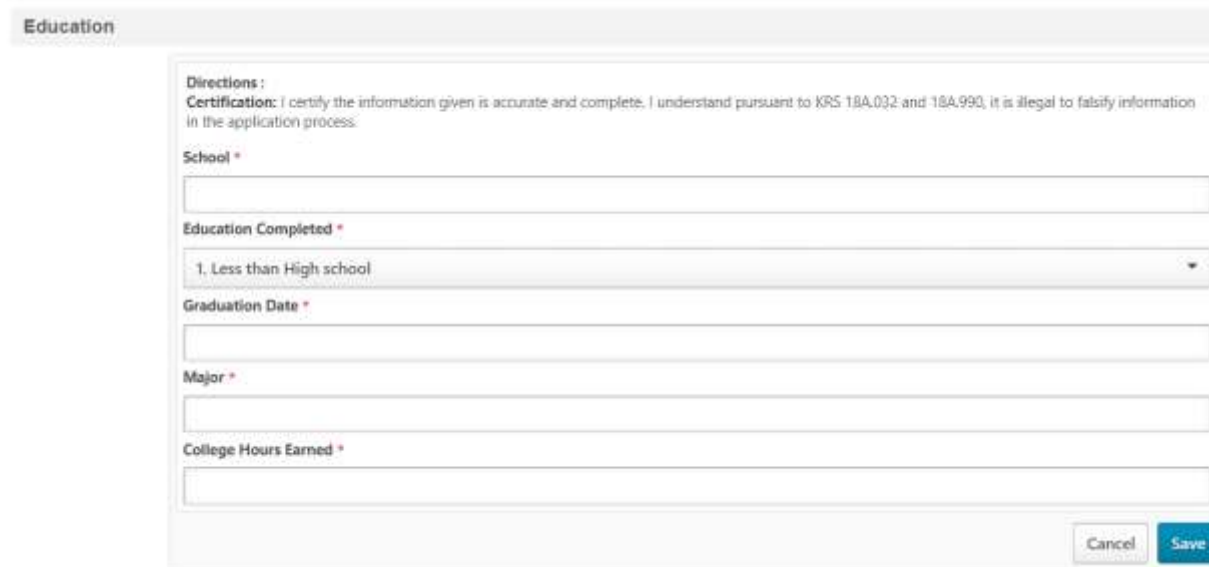


From the Résumé tab you can complete or update a résumé within your profile.



Click on the + sign found next to each section and provide the necessary information.

Example:

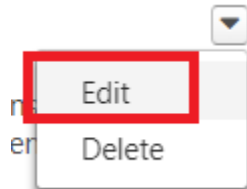


Complete each question with an asterisk in great detail.

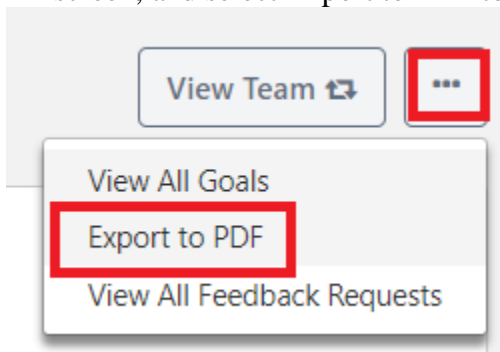
Click the **Save** button located at the far bottom right of the screen after completing a section.



- If you need to update an existing résumé, click the dropdown arrow in the right hand corner of each section you wish to update.
- Select **Edit**, make the necessary changes and click **Save**.



- If you choose to print your MyPROFILE résumé, click on the widget on the upper right hand side of the screen, and select Export to PDF to print for your records.



If you need assistance, please call our customer service line at (502) 564-8030.