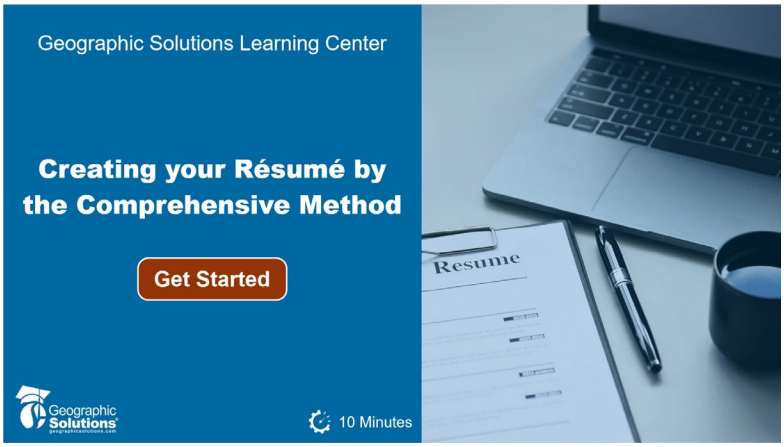
Creating your Résumé by the Comprehensive Method

1. Introduction

1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will explore how to create a comprehensive system résumé to search for jobs in the system. Your actual system settings and options may differ from those shown in the video. **Click or tap "Get Started" to begin.**

1.2 Objectives

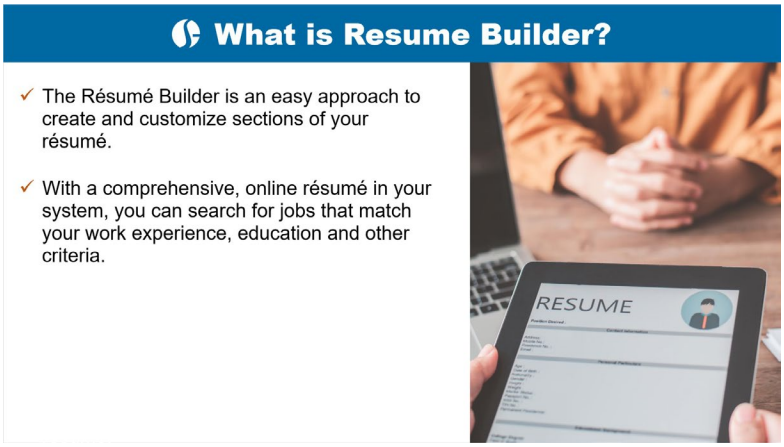


Notes:

By the end of this video, you will be able to:

Create a résumé in the system.
Customize various sections of your résumé.
Automate the job search process.

1.3 What is Resume Builder?

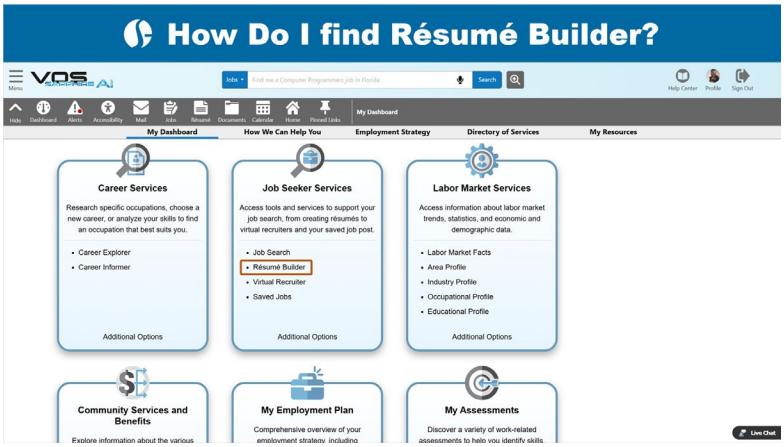


Notes:

The Résumé Builder is an easy approach to create and customize sections of your résumé.

With a comprehensive, online résumé in your system, you can search for jobs that match your work experience, education and other criteria.

1.4 How Do I find Résumé Builder?

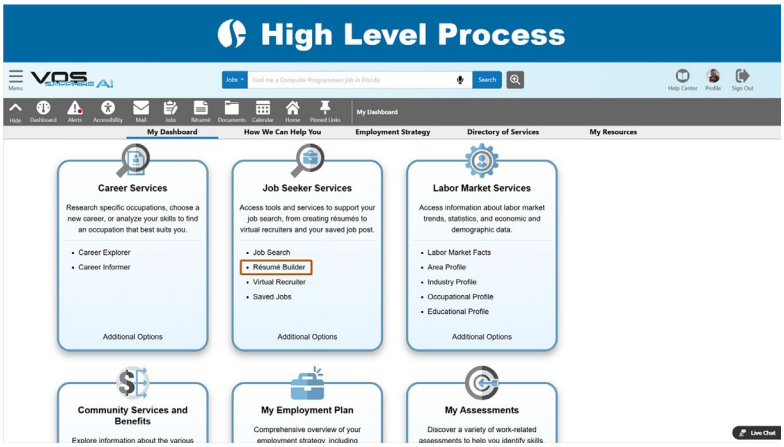


Notes:

Job Seekers can access the Résumé Builder through the link in the Job Seeker Services widget on their dashboard. They can also use the Left Navigation menu. In the Quick Menu section, click Résumé Builder.

You can also access Résumé Builder from the Icon at the top of the screen.

1.5 High Level Process



Notes:

The steps to create a résumé are:
Navigate to the Job Seeker Services widget on the dashboard, and select the Résumé Builder.
Click the link on the Create New Résumé button to begin the process of entering the data.
Give the résumé a title based on best practices.

Identify only the sections you want to complete in your résumé. Not all sections are required.
Complete all data entry requirements.
Review your Résumé, and switch to online.

2. Creating a Résumé

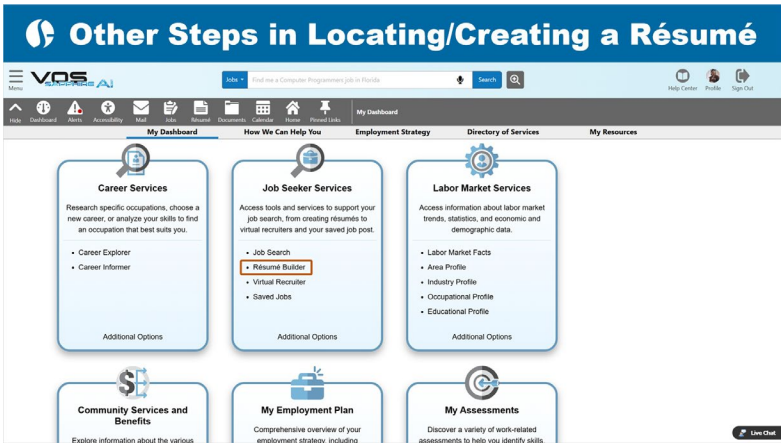
2.1 Walk-through



Notes:

Let's take a moment to review the Résumé Builder process in more detail.

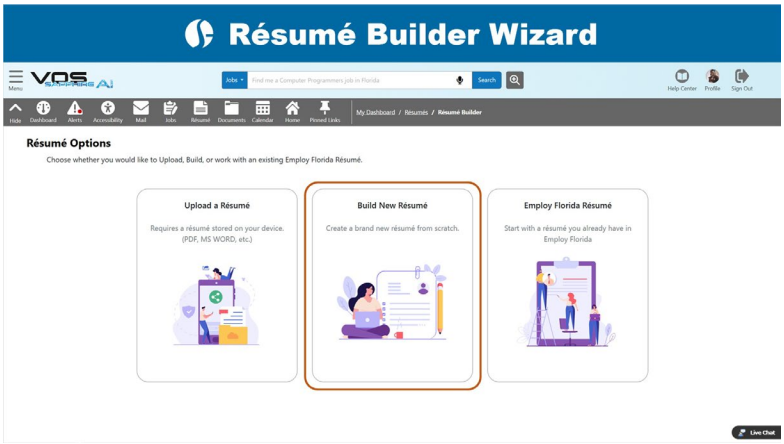
2.2 Other Steps in Locating/Creating a Résumé



Notes:

To get started, let's begin by accessing the Individual dashboard. Go to the Job Seeker Services widget and click the Résumé Builder link.
This takes individuals to the Résumés tab in the Portfolio under My Individual Plans.
Scroll down until you see a link for Create new Résumé. It is under the plus sign in the middle of the page.
This is where you create a new résumé, or you may see any existing résumés you already finished. Most systems will allow you to create as many as 10 different résumés that allow different types of searches.
The View active résumés link enables you to review any existing résumés as well.

2.3 Résumé Builder Wizard



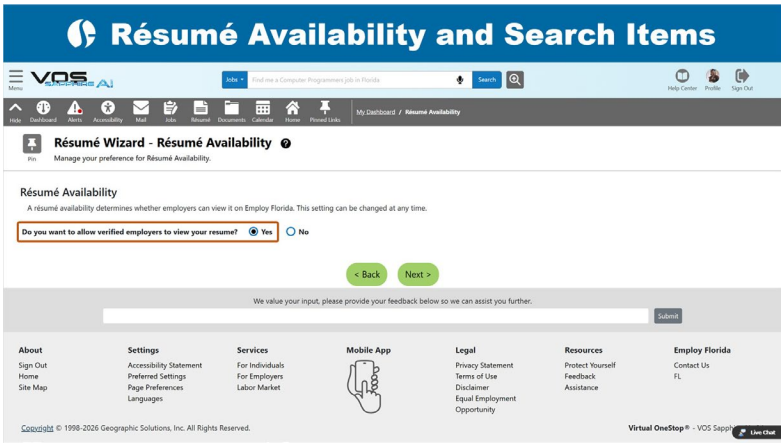
Notes:

We will begin the process by selecting Build new Résumé.
Depending on your system's configuration, you will be presented with various options.

More experienced users will be able to indicate that they are comfortable creating their Résumé themselves by selecting Résumé Builder.
For inexperienced users, the Résumé Wizard option makes selecting the best creation method a snap by leading you step-by-step through a series of prompts.

Let's select Résumé Wizard.

2.4 Résumé Availability and Search Items (1 of 2)

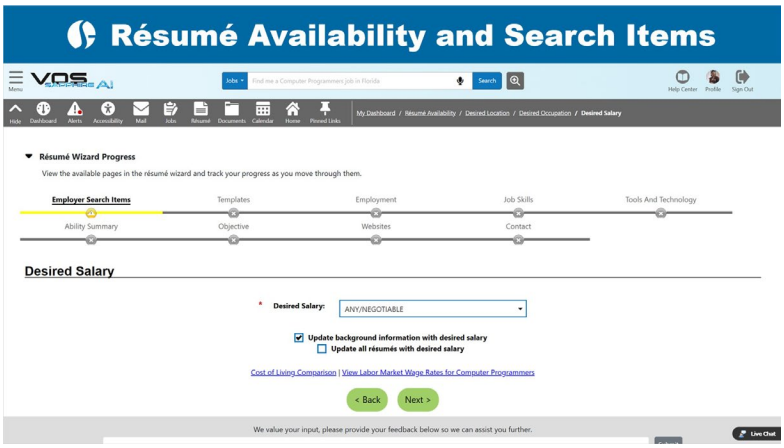


Notes:

Under the Availability section, select “Allow employers to view my résumé online” so employers will be able to find your résumé when they search for candidates.
You will see a new window displayed, asking you to confirm your résumé availability. Select OK to begin building your résumé.
By default, the “Update background information” checkbox is selected, making it easy to capture this information for future use in the system.

Next, we will confirm the occupation selected during registration. You may change your desired occupation, if necessary, by using the Search for an Occupation link.

2.5 Résumé Availability and Search Items (2 of 2)

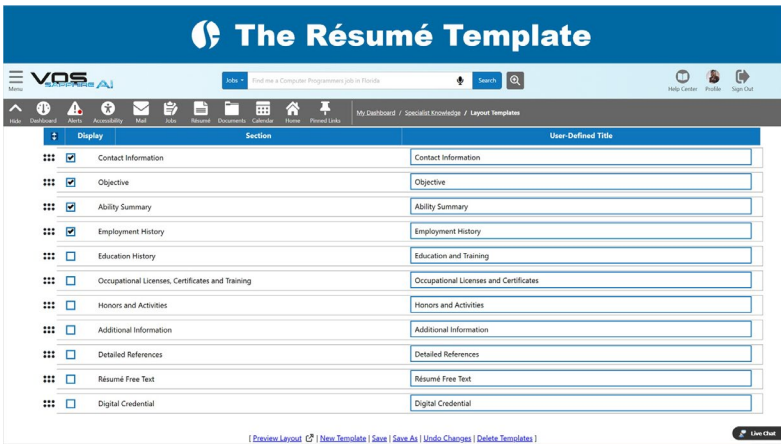


Notes:

Select your desired salary information.
Complete all desired fields. All required fields are marked with a red asterisk.
This makes it easy to identify different sets of work preferences.
Start by giving your Profile a name. When you have finished, click the Save button. Review the details of your job profile and click Next.
To continue, complete the Driver’s License Information Section. Certain responses may require follow-up data entry.

Enter Security Clearance, Languages, and Typing Speed information as desired.

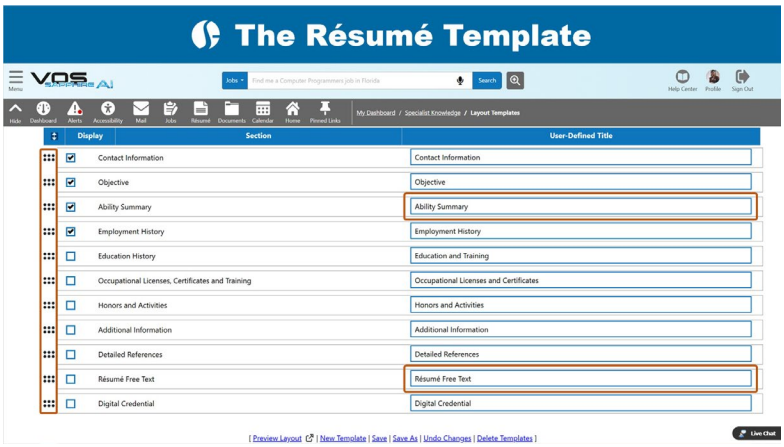
2.6 The Résumé Template (1 of 3)



Notes:

A résumé screen appears with multiple sections to complete.
The Template defaults to a Chronological format, which is a popular method used by job seekers. Click on the template to view other options. The template organizes your background information into a résumé.
Each of the templates shown in the system can be modified and then saved as a custom template for use on this résumé, and any future résumé.

2.7 The Résumé Template (2 of 3)

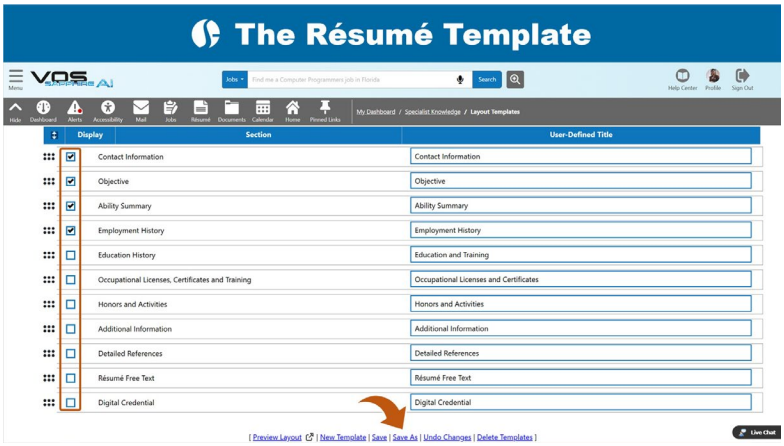


Notes:

You can decide how the section name will appear on your résumé. For example, you can change the Ability Summary section to merely Abilities instead.

You can also use the Résumé Free Text field to create a custom section, such as military experience.
There is a Reorder column to adjust the sequence of the sections. A recent graduate could put their Education section before the Employment section, if that is stronger.

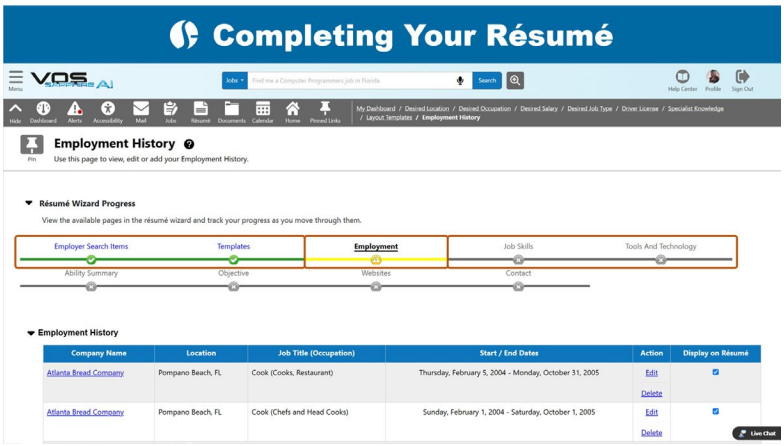
2.8 The Résumé Template (3 of 3)



Notes:

The Display column will remove any sections from appearing. It is important to remember that all the information you enter is stored in your Background Wizard. You are only choosing whether you want the data to display on the résumé when you use this template. When you are finished modifying the template, scroll to the bottom of the page and select the Save As link. This will allow you to give your template a name and save it for future use.
Click the Next button to continue building your résumé with your chosen template.

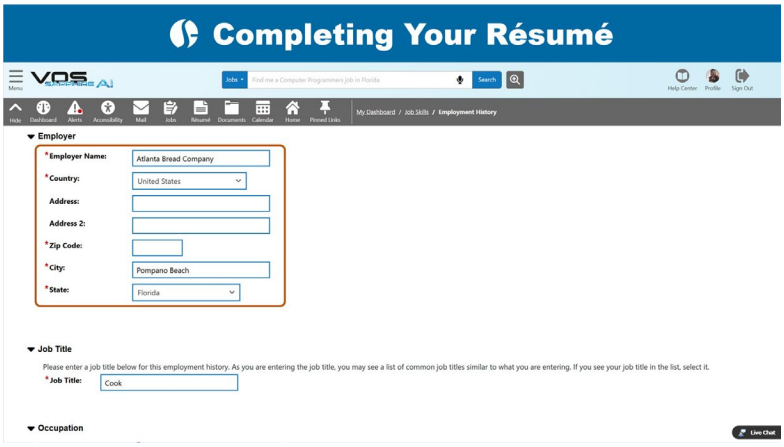
2.9 Completing Your Résumé (1 of 3)



Notes:

Each step of the process is identified by the wizard icons at the top of the screen.
A step with a green highlight with a checkmark indicates that a step has been completed.
A yellow highlight with an exclamation point shows you the current step. The current step is also underlined and in bold.
A grey highlight with an X indicates a step not yet completed.
Each section will be presented in the order you chose with your template in the previous step.

2.10 Completing Your Résumé (2 of 3)

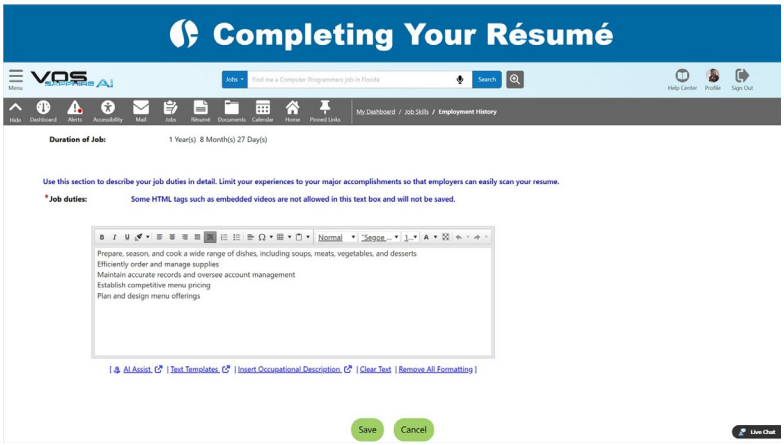


Notes:

The process is nearly identical for each chosen section within your résumé.
For each section, complete all data entry.

Pay close attention to fields with a red asterisk, as these are required fields and may need additional follow-up data entry based on your selections.
For each section you enter data, a table will be displayed summarizing the information entered. You may modify these entries with the edit link, delete if so desired, or choose whether or not to display this information on this specific résumé.

2.11 Completing Your Résumé (3 of 3)

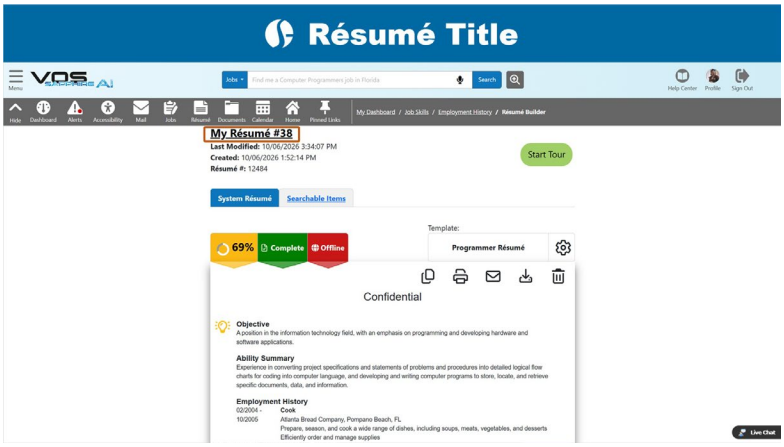


Notes:

Additional entries can be made if necessary. This is especially important for individuals with extensive education or employment history.
Some sections may have additional options available near the bottom of the page. Repeat this process until all sections of your résumé are complete.

When you are satisfied with the data entered, click Next.

2.12 Résumé Title



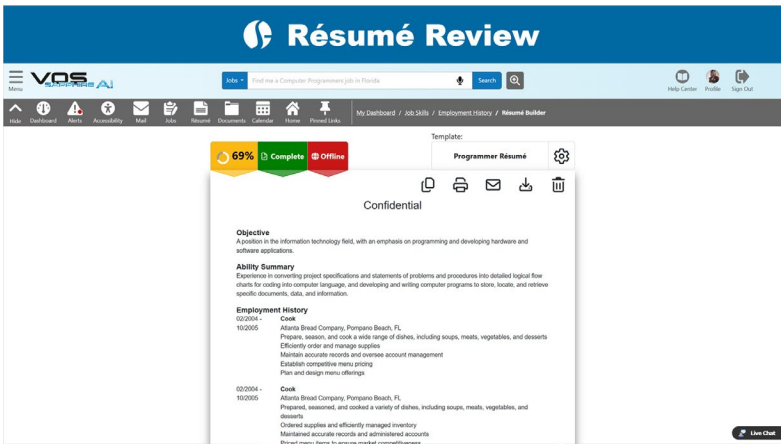
Notes:

You can change the title of your résumé by selecting the link at the top.

Try to include words that highlight your skills or experience. This résumé title is displayed to the employers in our system if you choose to have this résumé accessible online.

When finished, click save.

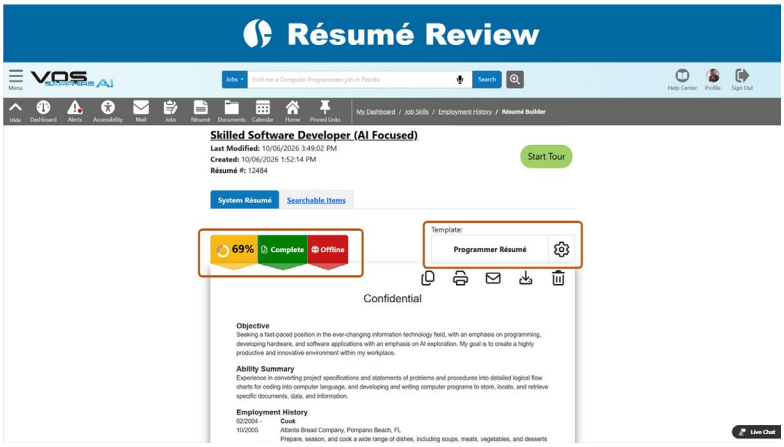
2.13 Résumé Review (1 of 3)



Notes:

Following all data entry during the résumé builder process, you are presented with an interactive version of your résumé. Below your contact information are sections selected to display from the template.
Each section can be modified, if necessary, by hovering over the section and left clicking. A popup window will display, allowing you to modify information as necessary.
Near the bottom of the popup you will notice links to assist you with inputting your data.

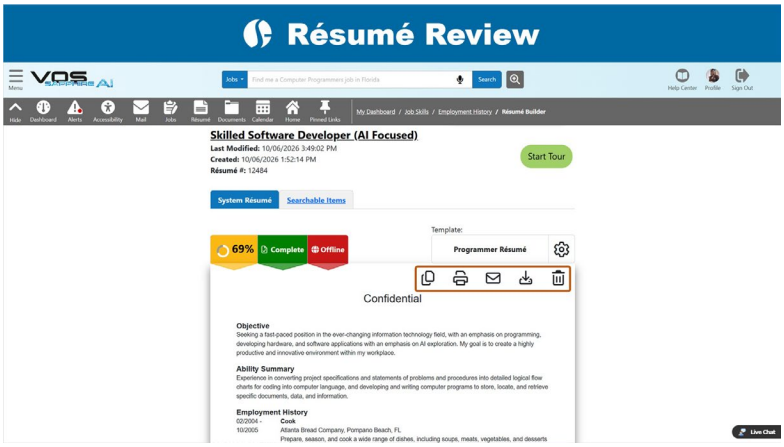
2.14 Résumé Review (2 of 3)



Notes:

Near the top of the résumé, a variety of icons are available to help you improve and modify your résumé further.
The color-coded section near the top of the résumé provides you with information such as: résumé score, completion status, and résumé visibility. These will be explained in more detail in a later section.
The Template section identifies the template used to build this résumé and allows you to make additional modifications using the gear icon.

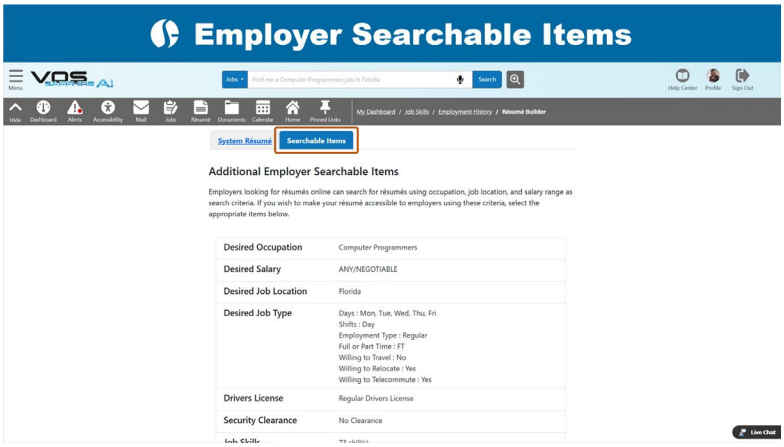
2.15 Résumé Review (3 of 3)



Notes:

The icons just below the template allow you to interact with your résumé in a variety of ways including: copying the résumé, print, email, download to your device, or delete.
A yellow light bulb icon next to a particular section indicates a significant opportunity to improve your overall résumé through data entry.
The yellow yield icon means there is information related to the Résumé Score Details for you to review. This may disappear after entering data in those sections.

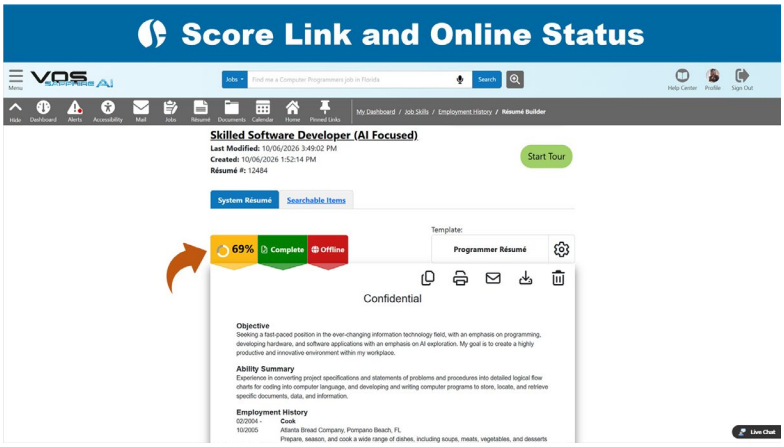
2.16 Employer Searchable Items



Notes:

In the next tab over are additional employer searchable items.
You may not think of this information as being included in a traditional résumé, but it helps employers with matching their jobs with your occupation, job location, salary and skills.
Simply click on the section and a data entry window will appear.

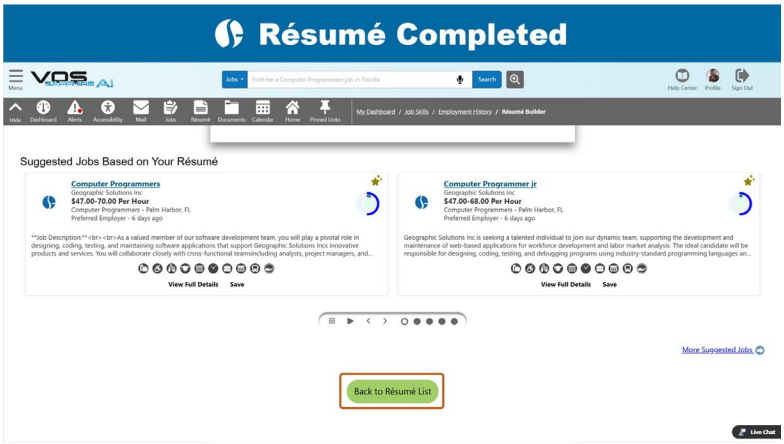
2.17 Score Link and Online Status



Notes:

Make sure to complete all sections. The more sections that are complete, the higher the likelihood of receiving a strong résumé score.
The résumé score is an indicator of how effective your résumé is at meeting the needs of reviewing employers.
If you like, review the résumé score link for feedback on your résumé. Items that are impacting your overall score, both positively and negatively, will be highlighted here.
You can use this feedback to improve your score.
If all required sections are complete, the résumé will show a “Complete” status at the top. All required sections have been reviewed.
Now you are ready to make your résumé available for employers to find, if you did not already make that selection earlier.

2.18 Résumé Completed



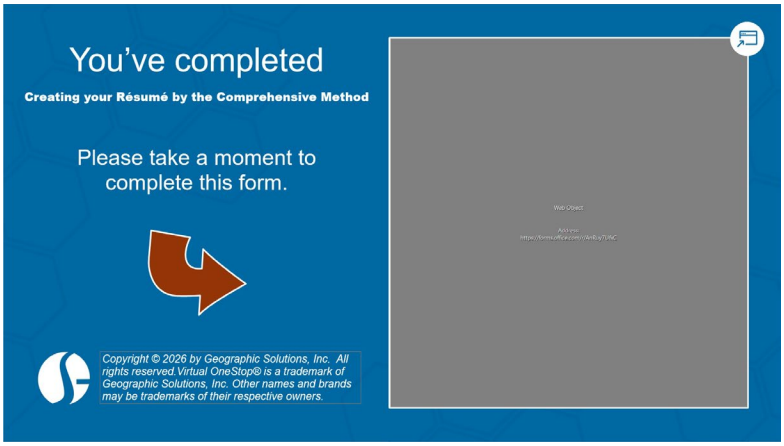
Notes:

Click Back to the Résumé List at the bottom of the page.
You should now see your completed and online résumé.

This concludes our tour of Creating your Résumé by the Comprehensive Method.

3. Conclusion

3.1 Survey

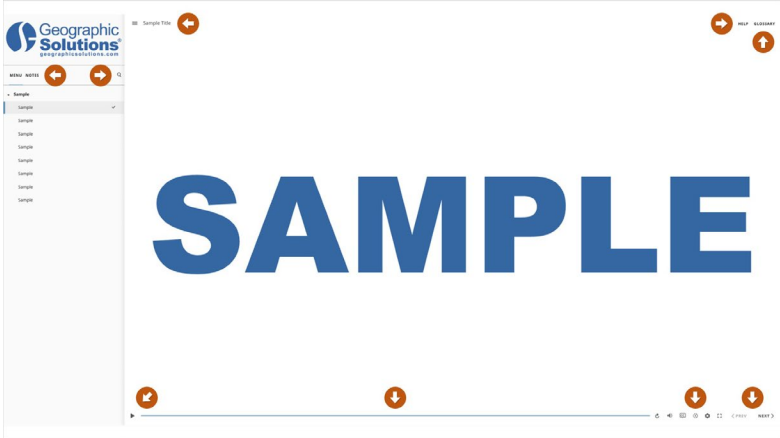


Notes:

You've completed: Creating your Résumé by the Comprehensive Method. We'd Love to Hear Your Thoughts on this video. Please take a moment to **complete this form**. You can also select the button near the top right corner to complete the survey in a web browser. Thanks for watching!

4. Help

4.1 Help



Notes: