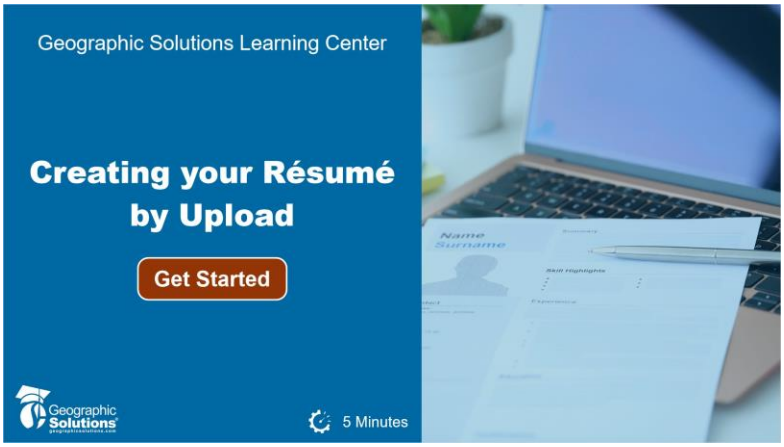
Creating your Résumé by Upload

1. Introduction

1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will explore how Job Seekers can upload an existing electronic résumé into the application. Your actual system settings and options may differ from those shown in the video. **Click or tap "Get Started" to begin.**

1.2 Objectives

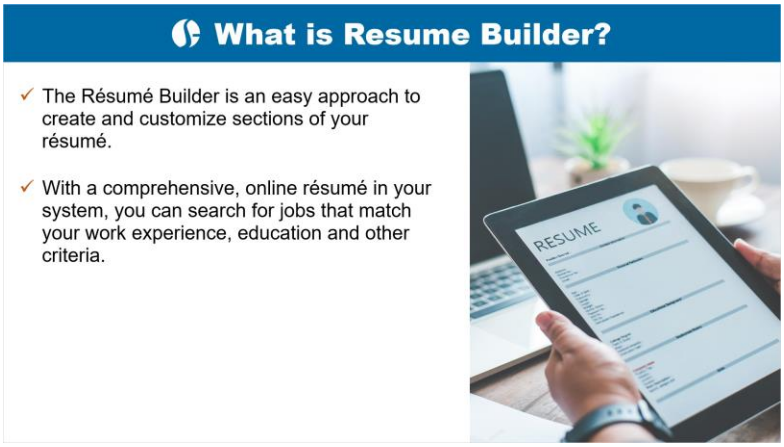


Notes:

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

Upload your résumé into the system.
Customize various sections of your résumé.
Discover jobs that match your résumé details.

1.3 What is Resume Builder?

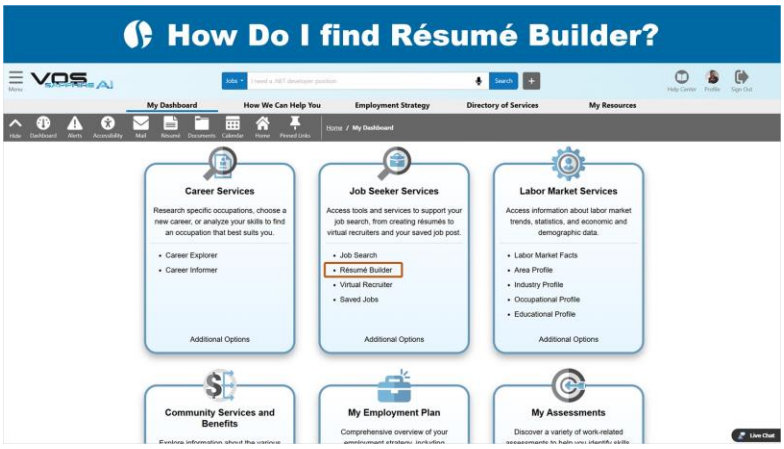


Notes:

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.
Select the Upload Résumé button to begin the process of entering the data.
Give the résumé a title based on best practices.
Complete all data entry requirements.
Review your Résumé, and switch to online.

2. Uploading a Résumé

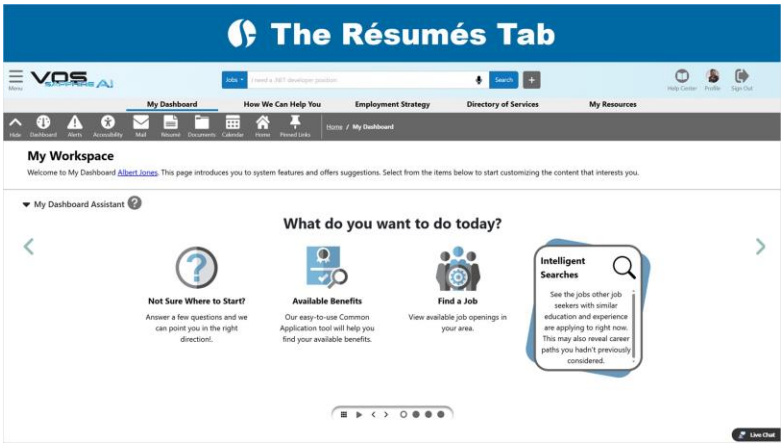
2.1 Walk-through



Notes:

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

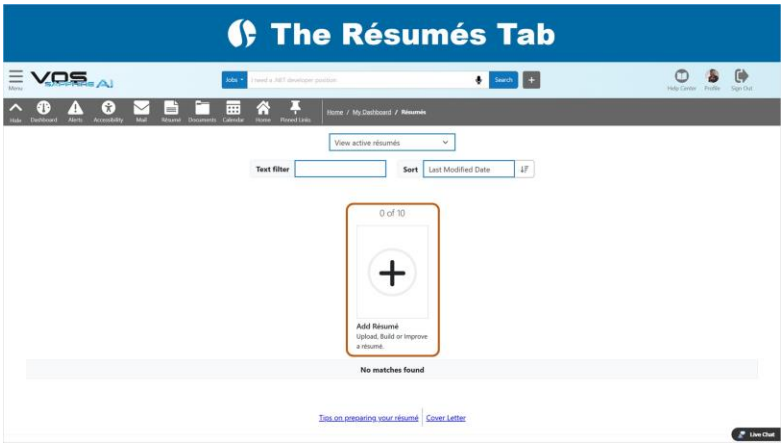
2.2 The Résumés Tab (1 of 2)



Notes:

To get started, let's begin by accessing the dashboard. Scroll down to the Job Seeker Services Widget and select the Résumé Builder link.
This brings you to the Résumés tab where you will see links to create New Résumé and Upload Résumé.
You will also see links for tips on preparing your résumé and creating a Cover Letter.
This Job Seeker does not have any résumés yet, but if they did, it would look like this, with a link to them as well.

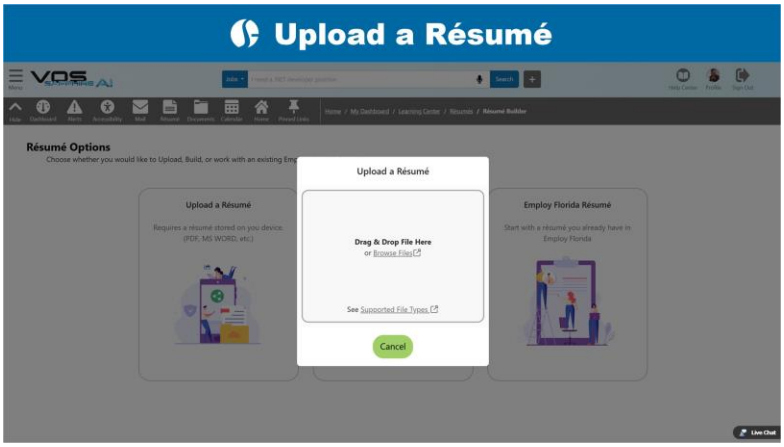
2.3 The Résumés Tab (2 of 2)



Notes:

Most systems will allow you to create as many as ten different résumés so you can customize them to specific jobs you are applying to, as well as helping employers find you when they are searching for candidates.
Use the dropdown to expand the display list to include partially completed résumés, expired, or even ones you have deleted.
We will select the Upload Résumé button to get started.

2.4 Upload a Résumé



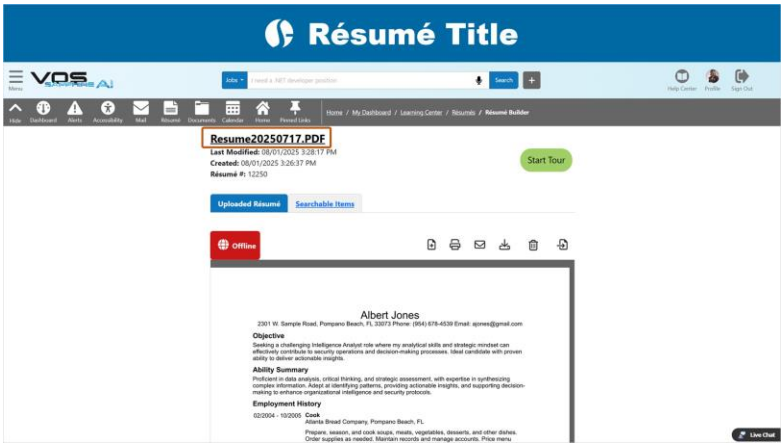
Notes:

To upload your résumé, either drag and drop your files into the dedicated field, or select Browse Files.

Next, select the Upload button.

You will be asked if you want to save your résumé nationwide? For this example, we will select yes.

2.5 Résumé Title



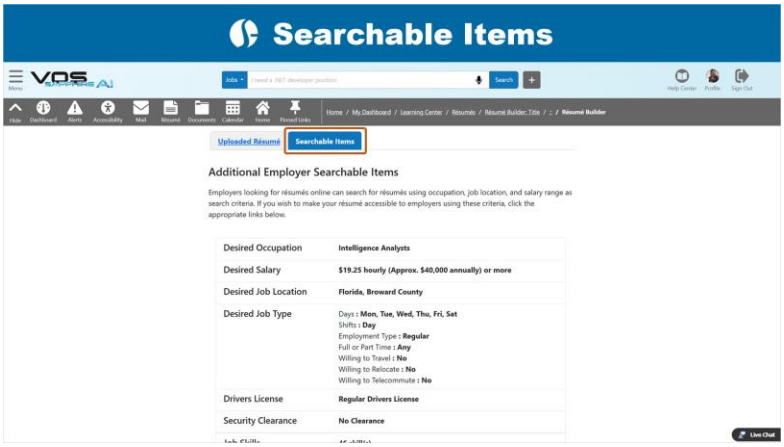
Notes:

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.

2.6 Searchable Items



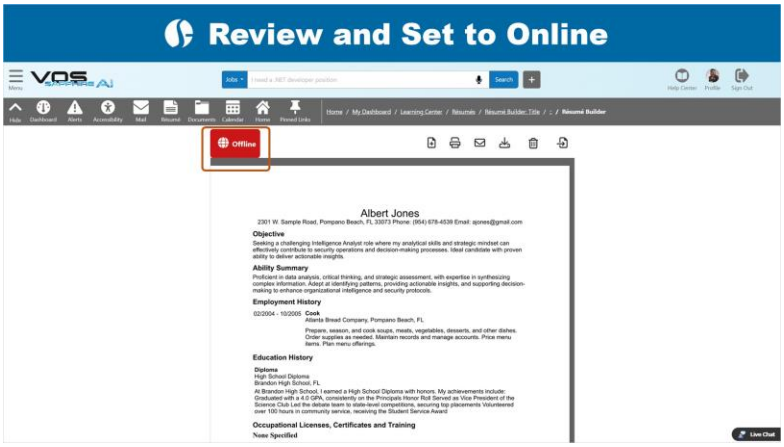
Notes:

Take a moment to look over additional employer searchable items.

Potential Employers can use this information when searching for résumés in the system.

To update a field, simply click the section you'd like to edit and make changes as necessary.

2.7 Review and Set to Online



Notes:

Review your résumé to make sure all of the information is correct.

All that is left to do is set the résumé to online.

Select the Offline button near the top. You will have to confirm twice before setting the résumé to online.

Now that the tab is green, your Résumé is searchable or viewable by employers.

To learn more about the step by step process of building a resume within the system, refer to the Creating your Résumé by the Comprehensive Method video in the Learning Center.

This concludes our tour of Creating your Résumé by Upload.

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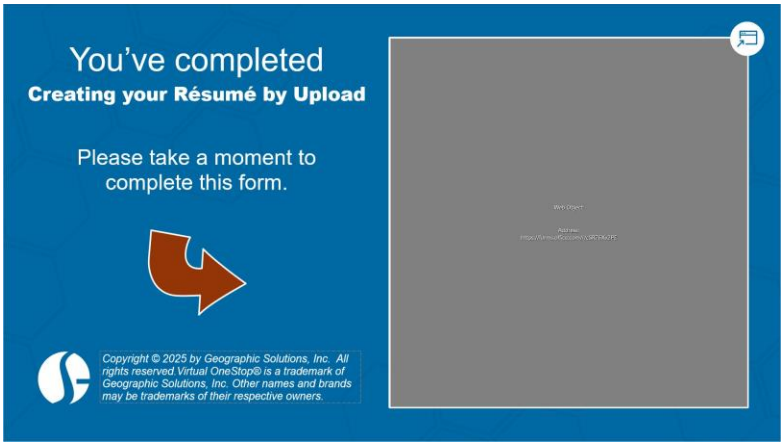
3. Conclusion

3.1 Survey

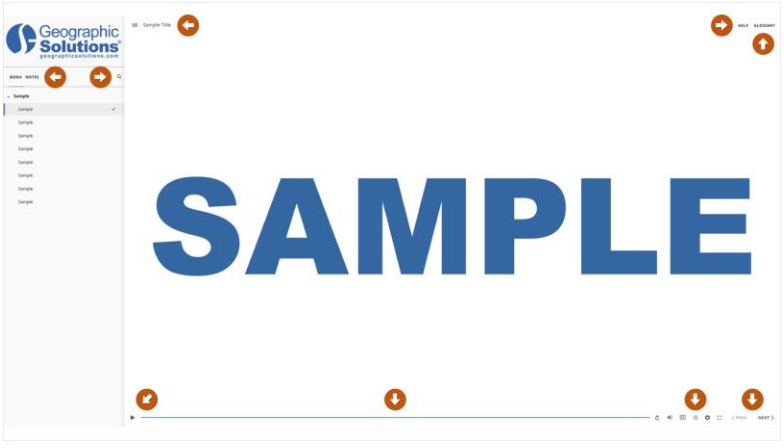


Notes:

You've completed: Creating your Résumé by Upload. We'd Love to Hear Your Thoughts on this video. Please take a moment to **complete this form**. Thanks for watching!

4. Help

4.1 Help



Notes:

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