

'Unexpiring' or Making Active Your Résumé

When you have not viewed, updated and saved your résumé for 90 days, it expires. (After 60 days of not viewing, updating and saving your résumé, an email is sent to the email address on the résumé alerting you to take action.)

[Need help?](#)

Job Seeker Profile

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	931	A fulfilling position where I can use my people skills.	Expired	Yes	04/26/2012	No	1	1

The résumé can be 'unexpired' or made active again by doing the following:

1. Login on <https://jobcenterofwisconsin.com> with your username and password.
2. Click on **Job Seeker Tools** in the dark blue menu bar, and then on **My Résumé**.
3. Click the checkbox for the résumé that is expired, and then click on the **View/Update** button.
4. Change the response to the first question to 'yes'. Update the response to the second question if needed. Click on the **Continue** button.

- You will be on Step 1 of your resume. Review your resume carefully, updating any information that is incorrect or outdated. Use the **Save** button frequently so you do not lose your work.

[Preview Application](#)
[Preview Résumé](#)

Résumé/Application

[Save](#) [Delete](#)

[Work with My Résumés/Applications](#)

Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

An asterisk (*) denotes a required field.

Step 1
Contact Information [Need help?](#)

Step 2
Employment Profile

Step 3
Work Experience

Step 4
Education

Contact information

First Name:

Last Name:

Middle:

* Email: (abc@def.com)
[Don't have an email?](#)

Remember to:

- Keep your email address up-to-date.
- Spell your email address correctly.
- Check your email account on a regular basis.

- When you return to the Job Seeker Profile, you will see that your resume is again active.

Résumé/Application		References	Cover Letter						
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent	
<input checked="" type="checkbox"/>	931	A fulfilling position where I can use my people skills.	Active	Yes	04/30/2012	Yes	1	1	

[View/Update](#)
[Add](#)
[Copy](#)
[Delete](#)
[Preview/Print](#)
[Email](#)