'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, n email is sent to the email address on the résumé alerting you to take action.)

					Nee	d help?	
Job Seeker Profile			Click <u>here</u> to complete or update your Self-Assessment Survey. You need to complete the survey in preparation for your Reemployment Services, or your Job Fair Screening session.				
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 Complete	d Updated	Employers Can View?	Employer Views	Employer Emails Sent	
✓ 931 A full use r	filling position where I can my people skills.	Expired Yes	04/26/2012	No	1	1	
View/Update Add	d Copy Delete	Preview/Print	Email				

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

- 1. Login on <u>https://jobcenterofwisconsin.com</u> 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.

5. 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 Review your resume carefully, updating any information that is incorrect or outdated.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	n		
Save Delete			
Work with My Résumés/	Applications		
Save early, save ofter button resets the time	. For your security, your counter and exte	your session will tin ends your session t	ne out after 30 minutes. Clicking the Save ime for another 30 minutes.
The Job Center of Wisco information once, and cu item to format and print spelling, grammar, and c	nsin résumé and applic reate both a work appl after you have entere apitalization errors.	cation feature accom ication form or a résu d your information. B	plishes two things simultaneously. Enter your imé, or both. You will be able to choose which e sure to review your information for accuracy,
You may have up to 3 m	ésumés/applications, a	nd you can also crea	te a list of references, and a cover letter.
the docurrent / de	in a contraction of the		
Step 1 Contact Information	Contact infor	mation	Need help?
Step 1 Contact Information Step 2	Contact inform	mation	Need help?
Step 1 Contact Information Step 2 Employment Profile	Contact inform First Name: Last Name:	Mation Kari Bergen	Need help?
Step 1 Contact Information Step 2 Employment Profile Step 3	Contact inform First Name: Last Name: Middle:	Mation Kari Bergen	Remember to: Keep your email address up-to-date. Shell your email address correctly.
<u>Step 1</u> <u>Contact Information</u> <u>Step 2</u> <u>Employment Profile</u> <u>Step 3</u> <u>Work Experience</u>	Contact inform First Name: Last Name: Middle: * Email: (abc@def.com)	Kari Bergen J Kari1991@	Need help? Remember to: Keep your email address up-to-date. Spell your email address correctly. Check your email account on a regular basis
Step 1 Contact Information Step 2 Employment Profile Step 3 Work Experience Step 4	Contact inform First Name: Last Name: Middle: * Email: (abc@def.com) Don't have an em	Kari Bergen J Kari 199 1 @	Need help? Remember to: • Keep your email address up-to-date. • Spell your email address correctly. • Check your email account on a regular basis.

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

Résumé	umé/Application References Cover Letter		ter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
2	931	A fulfilling position where I use my people skills.	can Active	Yes	04/30/2012	Yes	1	1
View/Update Add Copy Delete Preview/Print Email								