

Updating or 'Refreshing' the Date on Your Résumé

It is a good idea to update or 'refresh' your résumé on a regular basis – every 2 to 4 weeks, at a minimum. The date you last updated your résumé appears on your Match Profile that employers see. Anything other than a recent date can make employers think that you are no longer seeking work and forgot to remove your résumé from Job Center of Wisconsin, or that you are not interested in seeking work because you have not updated your résumé.

National Career Readiness Certificate: Silver Level. Issued: 07/27/2011.

SKILLS

Excellent Decision Making Skills
Motivated Team Leadership Skills
MS Office
Interviewing Skills
Customer Service Skills

AVAILABILITY

Full-Time, Internship, Project/Contract

Shift(s): First, Mornings, Afternoons, Evenings, Weekend

Work Day(s): Monday-Friday, Saturday

Has Transportation Available
Has a Valid Drivers License

Updated 03/30/2012

To update the date on your résumé, take these steps:

1. Login on <http://jobcenterofwisconsin.com> with your username and password.
2. Click on **Job Seeker Tools** in the dark blue menu bar, and then on **My Résumé**.

JOB CENTER of WISCONSIN Connecting Wisconsin's Workforce

Home **Job Seeker Tools** Employer Tools About Us Help Exit

Set up an account
Job Search
My Favorite Job Searches
My Résumé
My Work Application
Register For Services/Update
Self-Assessment Survey
Career Planning Tools
Other Resources
Register For Veteran Services
Other Veteran Resources
National Career Readiness Certificate
State of Wisconsin Jobs

WELCOME TO THE WISCONSIN! EVERYONE WELCOME RIGHT HERE - AT THE JOB CENTER OF WISCONSIN!

37171+ jobs
1843 new jobs

33993 total jobs
62 new résumés

Find employees

SECURE LOG IN

Username: Password: Go!

Set up an account
Forgot your ID or password?
Account Management

FEATURED PARTNER

WISCONSIN IS WORK READY!

NATIONAL CAREER READINESS CERTIFICATE

- Click the checkbox for the résumé you want to update and click on the **View/Update** button.

| Résumé/Application | | References | Cover Letter | | | | | |
|-------------------------------------|------------------|---|--------------|-----------|------------|---------------------|----------------|----------------------|
| Select | Reference Number | Objective | Status | Completed | Updated | Employers Can View? | Employer Views | Employer Emails Sent |
| <input type="checkbox"/> | 75 | A challenging position in Accounting, Communications, or Green Marketing. | Active | Yes | 04/03/2012 | Yes | 32 | 14 |
| <input checked="" type="checkbox"/> | 1826 | A challenging position in Accounting or Public Relations. | Active | Yes | 03/09/2012 | Yes | 2 | 0 |

- Click on the **Save** button.

Résumé/Application

[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

[Step 2 Employment Profile](#)

[Step 3 Work Experience](#)

[Step 4 Education](#)

[Step 5 Availability](#)

[Need help?](#)

Contact information

First Name:

Last Name:

Middle:

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

Street Address 1:

Street Address 2:

If you have not reviewed the information on your résumé for a while, it is recommended that you take a few minutes to review it now. Make any changes that are needed and click on the **Save** button to save your changes.

5. Click on the 'Work with My Résumés/Applications' link to return to the Job Seeker Profile.

Résumé/Application

Save Delete

[Work with My Résumés/Applications](#)

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An asterisk (*) denotes a required field.

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

Step 2
Employment Profile

Step 3

Contact information

First Name:

Last Name:

6. Your résumé has been updated with today's date.

| Résumé/Application | | References | Cover Letter | | | | | |
|--------------------------|------------------|---|--------------|-----------|------------|---------------------|----------------|----------------------|
| Select | Reference Number | Objective | Status | Completed | Updated | Employers Can View? | Employer Views | Employer Emails Sent |
| <input type="checkbox"/> | 1826 | A challenging position in Accounting or Public Relations. | Active | Yes | 04/11/2012 | Yes | 2 | 0 |
| <input type="checkbox"/> | 75 | A challenging position in Accounting, Communications, or Green Marketing. | Active | Yes | 04/03/2012 | Yes | 32 | 14 |

View/Update Add Copy Delete Preview/Print Email

7. If you have multiple résumés that you want to update, repeat steps 3. and 4. for each résumé.