

Saving Your Résumé/Work Application

When you are on the Job Seeker Profile and click on the Add or Copy button to begin a résumé/work application, you must complete four required fields before you can successfully save your Résumé/Work Application. Please do the following:

- Enter your email address in Step 1, if it is not already listed. Click on the Save button.

The screenshot shows a web form titled 'Contact information' with a sidebar on the left containing navigation links for Step 1 (Contact Information), Step 2 (Employment Profile), Step 3 (Work Experience), Step 4 (Education), Step 5 (Availability), and Step 6 (Finish/Activate). The main form fields are: First Name (Sally), Last Name (Sample), Middle (empty), Email (sallysample@test.net, highlighted in yellow), Street Address 1 (1215 North Street), Street Address 2 (empty), City (Madison), State (Wisconsin), Zip (53704), Home Phone ((608) 555-1234), and Alt Phone (empty). A 'Save' button is at the bottom left, and a 'Continue >>' button is at the bottom right. A 'Need help?' link is in the top right corner.

- In Step 2, enter your Objective. Click on the Save button.

The screenshot shows the 'Employment Profile' step with a text area for the 'Objective'. The text area is empty, and a red error message 'Objective is Required.' is displayed to the right. Below the text area, it says 'Text Limit: 500 | Text Entered: 0'.

- In Step 5, select the county or counties where you are looking for work. Click on the Save button.

The screenshot shows the 'Availability' step with a message: '*Please indicate the county or counties where you are looking for work:'. There are two radio button options: 'All Counties' (selected) and 'Selected Counties'. A red error message 'County selection is required.' is displayed to the right.

- In Step 6, answer the question 'no'. Click on the Save button. **The résumé/work application is now saved.**

- Click on the '[Work with My Résumés/Applications](#)' link near the top of the page, which will take you back to the Job Seeker Profile.

- Click on the 'View/Update' button to return to your résumé/work application to add the rest of your information in Steps 1 through 5. From this point forward, when you click on the Save button, your information will be saved.

There is a 30 minute time-out, but each time you click on the Save button, the 30 minute period starts over.

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"/>	48280	I am seeking a position as a Senior Tax Accountant for a Fortune 500 company.	Active	Yes	07/08/2009	No	0	2

- When you are done entering your information, be sure to go to Step 6 Finish/Activate and change your answer to 'Are you done entering your information?' to 'yes'. Click the Finish button.

[Step 1 Contact Information](#)

[Step 2 Employment Profile](#)

[Step 3 Work Experience](#)

[Step 4 Education](#)

[Step 5 Availability](#)

[Step 6 Finish/Activate](#)

[Need help?](#)

Finish/Activate

If you have added *all* of your information in Steps 1 through 5, and are satisfied with the way your information appears, select 'Yes'. Otherwise select 'No' and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select 'No' then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select 'Yes' to continue.

*** Are you done entering *all* of your information?**

Yes
 No

*** Do you want Employers to match you to their jobs?**

Yes
 No

Click on the Preview Your Match Profile button to view your Match Profile as employers will see it.

If you answer 'Yes' to this question, review your Match Profile carefully. If you are not satisfied with the way your information appears, return to Steps 1 through 5 to update or add more detail to your information. Employers will be able to view your Match Profile and contact you by email. Your email address will not be displayed to the employer, and you will remain anonymous unless you decide to respond to the employer's email message. Be sure to keep your email address in Step 1 up-to-date.

If you answer 'No' to this question, employers will *not* be able to see your Match Profile, will *not* be able to match you to their job openings, and you will *not* receive emails from employers.