



# Job Match Profile Instructions for Unemployment Insurance (UI) Claimants and Re-Employment Services (RES) Participants

Read the Job Seeker Terms of Use. Click on the **I Accept** button. (The Terms of Use only appears the first time you access the Job Match Profile.)

**JOB CENTER of WISCONSIN** Connecting Wisconsin's Workforce

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### Job Center of Wisconsin Terms of Use for Job Seekers

This Terms of Use Statement governs the way Job Center of Wisconsin collects, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting information. Job Center of Wisconsin takes every precaution to protect the information of a user. When a user submits sensitive information via the website, the information is protected both on-line and off-line.

#### Job Seeker Safeguards:

- Personal Contact Information:** Job seekers control the amount of personal contact information they want made available to employers who access their résumé.
- User ID and Password:** A job seeker establishes a User ID and Password when signing up. This User ID and Password is required for all future access to their résumé or saved job searches.
- Privacy:** A job seeker's personal data (userid, password, date of birth, Social Security Number) is NEVER transmitted to employers.  
Data may be used/shared with OTHERS under "secondary purposes" as long as:
  - There is adequate written assurance by the data recipient on how the data will be used.
  - The data is used solely for statistical research.
  - The record/data is transferred in a form that is not individually identifiable.Data may be used/shared by STAFF under "secondary purposes" for the provision of program support, determination of program eligibility, referral for services, or reporting.
- Fees:** Employers may not charge a fee to provide a job seeker with access to a job referral or as a condition of accepting a job.
- Labor Dispute:** Employers may not use the service to recruit replacement workers in a labor dispute, either through job postings or résumé searches.
- Résumé Use:** Employers may not use résumés from this site (whether received by searching or from the job seeker responding to a job posting) for any purpose other than to fill an immediate job opening. Employers may not resell or repost résumés found on this site, whether in whole or in part.
- Jobs Posted:** Jobs posted must be for an immediate opening. Business opportunities are not considered immediate openings.
- Monetary Investment:** Employers may not require a significant monetary investment by a job seeker to obtain employment. Usual and customary licensing fees or certifications are acceptable. Application fees, purchasing kits, and work-from-home plans are not acceptable.

#### Job Seeker Responsibilities

- Personal Information that you share:** JCW enables you to upload resume content and share it with other users or employers. The content that you upload, including translations, may be accessible to other users on JCW, if you choose to classify that content as 'shared'. You must exercise caution and common sense when uploading your content, especially any personally identifiable information. At the very least you should demonstrate the same degree of caution as when publishing your content by any means other than the Internet.  
At any time, you will be able to edit your profile information and erase any content you uploaded to JCW. **However, you will not be able to erase content that has already been copied or downloaded by someone else.**
- Posting of Material:** Job seekers are prohibited from posting or transmitting any material that is obscene, scandalous, inflammatory, pornographic, profane, false, inaccurate, misleading, unlawful, threatening, libelous, defamatory, or otherwise inappropriate language. The Wisconsin Department of Workforce Development will cooperate fully with any law enforcement authorities or court order requesting or directing us to disclose the identity of anyone posting any such information or materials.
- Reporting:** Job seekers are asked to assist us in maintaining the proper use of the system by reporting employers who do not follow the rules they have agreed to as stated above.

#### Modifications

The Wisconsin Department of Workforce Development reserves the right to modify or amend this Statement at any time.

## Getting Started

Click on the **View More** links and the **Need help?** links to read additional information about the Job Match Profile process.

- Be as thorough and complete when creating your Job Match Profile as you would be when you prepare a résumé. You will be selected for review by employers based on the information on your Job Match Profile, not your uploaded or web-linked résumé.
- You can 'copy and paste' from your résumé into the appropriate fields on the Job Match Profile.
- Use good grammar and complete sentences when creating your Job Match Profile.
- Spelling counts. Fully spell out all words and phrases. Do not use acronyms without spelling out what the acronym stands for.
- Liberally use keywords that employers will search for in your Job Match Profile.
- Click on the Need help? links on each page when you have a question or unsure about how to enter information.

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### My Job Match Profiles / Résumé Posting Tool

#### How does it work?

1. Use the Job Match Profile/Résumé Posting Tool to create your Job Match Profile. This is how employers will find you. You can create up to three Job Match Profiles.
2. Upload your own résumé to each Job Match Profile, or provide a website address where your résumé is stored.
3. Choose the résumé you want employers to see.

[View More](#)

Click on the Add button to start a new Job Match Profile.

To work with an existing Job Match Profile, click on the checkbox to the left of the Reference Number. Next, click on a button to perform that function for the selected Job Match Profile. If a button is inactive or 'grayed' out it means that function is unavailable for the Job Match Profile you selected.

Use the **Need help?** link for detailed assistance.

**Job Match Profiles** **References** **Cover Letter**

**Add** **Preview/Print** **Email**

[Warnings for Job Seekers](#)

To begin creating a Job Match Profile, click on the **Add** button.

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### My Job Match Profiles / Résumé Posting Tool

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[View More...](#)

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Use the **Need help?** link for detailed assistance.

**Job Match Profiles**   **References**   **Cover Letter**

**Add**   **Preview/Print**   **Email**

[Warnings for Job Seekers](#)

## Step 1

The information displayed is defaulted from the information you provided when you registered. Any of the information can be updated or changed. Take care to spell everything correctly.

You must have a valid email address. It is a required field. If you have an email address but haven't checked it recently, try to access your email to make sure your account is still active. If your email account is not active, you will need to reactivate it or create a new one. Be sure that your email address is spelled correctly.

**Check your email account regularly (every few days). The Job Center of Wisconsin website and employers will be communicating with you via email.**

When you are done entering your information, click on the **Continue** button.

[Screen Reader Version](#)

### Job Match Profile / Résumé Posting Tool

[Work with My Job Match Profiles](#)

Your session will time-out after 30 minutes.

Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

Hide Details

Use the Job Match Profile to ensure that when employers look for candidates, your résumé is what they see.

- Be thorough! The more information you put in the Job Match Profile, the more likely you will rise to the top.
- List all the skills, work history, and education that you can. The more complete your Job Match Profile, the more likely an employer will find you!

**An asterisk (\*) denotes a required field.**

**Step 1**  
**Contact Information**

**Step 2**  
[Employment Profile](#)

**Step 3**  
[Work Experience](#)

**Step 4**  
[Education](#)

**Step 5**  
[Availability](#)

**Step 6**  
[Finish/Activate](#)

**Contact Information** [Need help?](#)

Enter any missing information in the fields below. Review your information for accuracy, spelling, grammar, and capitalization errors.

Use the **Need help?** link for detailed assistance.

\*First Name:

\*Last Name:

Middle:

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

Street Address 1:

Street Address 2:

\*City:

\*State:

\*Zip:  -

Home Phone: (999 555 1234)

Alt Phone:

## Step 2

Whenever you click on the **Save** button or the **Continue** button, your Job Match Profile is saved and the 30 minute time-out period starts over. Note the message that appears at the top of the page.

Be thorough and complete when adding information in the Professional Summary and Skills fields. Use lots of keywords that employers would use to search résumés for people with your skill set.

Click on the Need help? link for more information about what to include, and what not to include, in a Professional Summary, and for examples of how to list your skills.

[Screen Reader Version](#)

**Job Match Profile information saved. Your Job Match Profile is not yet completed.**

**Job Match Profile / Résumé Posting Tool**

[Work with My Job Match Profiles](#)

Your session will time-out after 30 minutes.

Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

[View More...](#)

**An asterisk (\*) denotes a required field.**

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

### Employment Profile

Enter your employment summary. Employers can search all of these fields, so be concise, yet thorough. All information should be career- or job-related.

Use the [Need help?](#) link for detailed assistance.

\* Professional Summary:  Text Limit: 500 | Text Entered: 385

\* Describe your skills in detail: Experienced in:  
\* Carpentry  
\* Blueprint reading  
\* Framing  
Text Limit: 1000 | Text Entered: 182

Certifications, Licenses, Awards:  Text Limit: 300 | Text Entered: 0

\* If you have a [National Career Readiness Certificate](#) (NCRC), or if you acquire one, do you want to share that information with employers?  
 Yes  
 No

Looking to have your résumé or work application stand out from the crowd? The [National Career Readiness Certificate](#) is a portable credential that helps build your confidence and verifies that your skills match the employer's needs.

Select up to three jobs that you are looking for now. This is not your work history. Do not list previous jobs unless those are jobs that you are looking for now. Click on the **Add Job Category** button.

**\* What type of job(s) are you looking for?**  
You must add at least one Job Category (you may add up to three).  
[O\\*Net OnLine](#) can help you find the best Job Titles to use.

**Add Job Category**

<< Back    Continue >>

Save

Enter a job title and click on the **Search** button.

**\* What type of job(s) are you looking for?**  
You must add at least one Job Category (you may add up to three).  
[O\\*Net OnLine](#) can help you find the best Job Titles to use.

**Job Category #1**  
Enter the Job Title for the job you are searching for work as, and then click on the Search button.

**\* Job Title:** carpenter **Search**

Click on the arrow in the box to see the list of possible matches. Click on the best match.

- If none of the items is a good match, try changing the Job Title and click on the Search button again.

**\* Category:** [dropdown]

Click on the arrow in the box to see the list of choices. Click on the one that matches how much experience you have doing this job.

**\* Years of Experience:** [dropdown]

**Add**    **Cancel**

**Add Job Category**

<< Back    Continue >>

Save

Click on the drop-down menu and select the best match from the list.

**\* What type of job(s) are you looking for?**  
You must add at least one Job Category (you may add up to three).  
[O\\*Net OnLine](#) can help you find the best Job Titles to use.

**Job Category #1**  
Enter the Job Title for the job you are searching for work as, and then click on the Search button.

**\* Job Title:** carpenter **Search**

Click on the arrow in the box to see the list of possible matches. Click on the best match.

- If none of the items is a good match, try changing the Job Title and click on the Search button again.

**\* Category:** Please select a Category  
Please select a Category  
Construction Carpenters  
Rough Carpenters  
Cabinetmakers and Bench Carpenters  
Helpers-Carpenters  
Carpenters  
First-Line Supervisors of Construction Trades and E  
Drywall and Ceiling Tile Installers  
Construction Laborers  
Inspectors, Testers, Sorters, Samplers, and Weigh  
Tile and Marble Setters

Click on the arrow in the box to see the list of choices. Click on the one that matches how much experience you have doing this job.

**\* Years of Experience:** [dropdown]

**Add**    **Cancel**

**Add Job Category**

<< Back    Continue >>

Save

Click on the drop-down menu to select the number of years of experience you have.

**\* What type of job(s) are you looking for?**  
You must add at least one Job Category (you may add up to three).  
[O\\*Net OnLine](#) can help you find the best Job Titles to use.

**Job Category #1**  
Enter the Job Title for the job you are searching for work as, and then click on the Search button.

\* Job Title:

Click on the arrow in the box to see the list of possible matches. Click on the best match.  
• If none of the items is a good match, try changing the Job Title and click on the Search button again.

\* Category:

Click on the arrow in the box to see the list of choices. Click on the one that matches how much experience you have doing this job.

\* Years of Experience:  [Wage and Career Info](#)

Click on the **Add** button.

**\* What type of job(s) are you looking for?**  
You must add at least one Job Category (you may add up to three).  
[O\\*Net OnLine](#) can help you find the best Job Titles to use.

**Job Category #1**  
Enter the Job Title for the job you are searching for work as, and then click on the Search button.

\* Job Title:

Click on the arrow in the box to see the list of possible matches. Click on the best match.  
• If none of the items is a good match, try changing the Job Title and click on the Search button again.

\* Category:

Click on the arrow in the box to see the list of choices. Click on the one that matches how much experience you have doing this job.

\* Years of Experience:  [Wage and Career Info](#)

To add another job title, click on the **Add Job Category** button and repeat the steps on pages 6 and 7. You can add up to 3 jobs.

**\* What type of job(s) are you looking for?**  
You must add at least one Job Category (you may add up to three).  
[O\\*Net OnLine](#) can help you find the best Job Titles to use.

**Job Category #1**  
Job Title: carpenter  
Category: Construction Carpenters  
Years of Experience: 6 - 10 years

When you are done entering the jobs you are looking for now, click on the **Continue** button.

**\* What type of job(s) are you looking for?**  
You must add at least one Job Category (you may add up to three).  
[Q\\*Net OnLine](#) can help you find the best Job Titles to use.

**Job Category #1**  
Job Title: carpenter supervisor  
Category: First-Line Supervisors of Construction  
Trades and Extraction Workers  
Years of Experience: 6 - 10 years

**Job Category #2**  
Job Title: carpenter  
Category: Construction Carpenters  
Years of Experience: 6 - 10 years

### **Step 3**

Read the information on the Work Experience page, and then click on the **Add Work Experience** button.

[Screen Reader Version](#)

**Job Match Profile information saved. Your Job Match Profile is not yet completed.**

**Job Match Profile / Résumé Posting Tool**

[Work with My Job Match Profiles](#)

Your session will time-out after 30 minutes.  
Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

[View More...](#)

An asterisk (\*) denotes a required field.

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**Step 6** [Finish/Activate](#)

[Need help?](#)

**Work Experience**  
Desired Salary: \$     
Your Desired Salary is only displayed on the JCW Work Application and the (anonymous) JCW Match Profile. Desired Salary is not a field that employers can use to search for new employees.  
Employers use keywords to search the Work Experience fields. Be specific and detailed about the duties you performed in past and current jobs, including volunteer experiences, if appropriate.  
Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.  
**You must add at least one Work Experience.**  
Use [Q\\*Net OnLine](#) to help you find the best Position Title, and to help you complete the Duties/Responsibilities. Providing detailed information will help employers match you to their open jobs.  
Use the [Need help?](#) link for detailed assistance.

**\* Add Work Experience**

Enter the information about one of your past jobs in the fields provided. Be thorough and complete when adding the Duties/Responsibilities, and use lots of keywords that employers would use to search résumés for people with your skill set. When you are done entering your information, click on the **Add** button.

[Screen Reader Version](#)

### Job Match Profile / Résumé Posting Tool

[Work with My Job Match Profiles](#)

Your session will time-out after 30 minutes.

Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

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**An asterisk (\*) denotes a required field.**

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[Need help?](#)

#### Work Experience

Desired Salary: \$

Your Desired Salary is only displayed on the JCW Work Application and the (anonymous) JCW Match Profile. Desired Salary is not a field that employers can use to search for new employees.

Employers use keywords to search the Work Experience fields. Be specific and detailed about the duties you performed in past and current jobs, including volunteer experiences, if appropriate.

Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.

**You must add at least one Work Experience.**

Use [Q\\*Net OnLine](#) to help you find the best Position Title, and to help you complete the Duties/Responsibilities. Providing detailed information will help employers match you to their open jobs.

Use the [Need help?](#) link for detailed assistance.

\* Employer:

Text Limit: 70 | Text Entered: 16

City:

State:

\* Position Title:

\* Dates Employed: Start (Month/Year):  End (Month/Year):   
(Leave End blank if currently employed)

\* Duties/Responsibilities:

Text Limit: 1000 | Text Entered: 711

When you have finished entering your information, click on the Add button.

\*

To add another job, click on the **Add Work Experience** button and repeat the instructions on page 9. You can add up to 10 employers.

[Screen Reader Version](#)

### Job Match Profile / Résumé Posting Tool

[Work with My Job Match Profiles](#)

Your session will time-out after 30 minutes.

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**An asterisk (\*) denotes a required field.**

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[Need help?](#)

#### Work Experience

Desired Salary: \$

Your Desired Salary is only displayed on the JCW Work Application and the (anonymous) JCW Match Profile. Desired Salary is not a field that employers can use to search for new employees.

Employers use keywords to search the Work Experience fields. Be specific and detailed about the duties you performed in past and current jobs, including volunteer experiences, if appropriate.

Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.

**You must add at least one Work Experience.**

Use [O\\*Net OnLine](#) to help you find the best Position Title, and to help you complete the Duties/Responsibilities. Providing detailed information will help employers match you to their open jobs.

Use the **Need help?** link for detailed assistance.

Employer: ABC Construction  
City: Deer Run  
State: New Hampshire  
Position Title: Lead Carpenter  
Dates Employed: 2007 to 2013  
Duties/Responsibilities: Builder of custom homes valued at more than \$1 million each. Assisted foreman with training carpenters and delegating work to employees, based on material and worker requirements of specific jobs. Examined and inspected work progress, equipment, and construction sites to verify safety and ensure specifications were met. Read blueprints and other specifications documents to determine construction requirements and plan procedures. Coordinated work activities with other construction project activities. Reported directly to foreman and company owners. Expedited project completion by implementing daily punch list and duties to be performed. Initially hired as a carpenter, earned promotion to Lead Carpenter.

When you are done entering all jobs you have had during the last 10 years, click on the **Continue** button.

[Screen Reader Version](#)

**Job Match Profile information saved. Your Job Match Profile is not yet completed.**

**Job Match Profile / Résumé Posting Tool**

[Work with My Job Match Profiles](#)

Your session will time-out after 30 minutes.

Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

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An asterisk (\*) denotes a required field.

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### Work Experience

Desired Salary: \$   ▼

Your Desired Salary is only displayed on the JCW Work Application and the (anonymous) JCW Match Profile. Desired Salary is not a field that employers can use to search for new employees.

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Employer: ABC Construction  
City: Deer Run  
State: New Hampshire  
Position Title: Lead Carpenter  
Dates Employed: 2007 to 2013  
Duties/Responsibilities: Builder of custom homes valued at more than \$1 million each. Assisted foreman with training carpenters and delegating work to employees, based on material and worker requirements of specific jobs. Examined and inspected work progress, equipment, and construction sites to verify safety and ensure specifications were met. Read blueprints and other specifications documents to determine construction requirements and plan procedures. Coordinated work activities with other construction project activities. Reported directly to foreman and company owners. Expedited project completion by implementing daily punch list and duties to be performed. Initially hired as a carpenter, earned promotion to Lead Carpenter.

Employer: Skyline Customized Construction  
City: Port Washington  
State: Wisconsin  
Position Title: Carpenter  
Dates Employed: 2003 to 2007  
Duties/Responsibilities: Led a team of 15 carpenters in customized construction of special events booths in major trade show venues throughout the United States and Canada. Coordinated construction with the delivery of electricity and internet service to booths. Installed carpeting and hung signage inside booths, as well as inside and outside the venue.

\*Add Work Experience



If you want to list the information about the school you attended, click on the **Add Education History** button.

This screenshot shows the 'Education' section of the 'Job Match Profile / Résumé Posting Tool'. The page includes a sidebar with navigation steps: Step 1 Contact Information, Step 2 Employment Profile, Step 3 Work Experience, Step 4 Education (highlighted), Step 5 Availability, and Step 6 Finish/Activate. The main content area is titled 'Education' and contains a dropdown menu for 'Highest Grade Completed' set to 'Associate Degree'. Below this, there is explanatory text about how employers search for education levels and how the history will appear on a résumé. At the bottom of the main content area, there is a button labeled 'Add Education History' with a yellow mouse cursor hovering over it. Other buttons include 'Need help?', '<< Back', and 'Continue >>'. A 'Save' button is located at the bottom left of the page.

Enter the information about the school you attended. When you are done entering your information, click on the **Add** button.

This screenshot shows the 'Add Education History' form with the following fields filled out: 'School Name' is 'Thunderhead Technical Institute'; 'Start (Month/Year)' is '9 2001'; 'End (Month/Year)' is '5 2002'; and 'Course(s) of Study' is 'Carpentry'. The 'Degree/Awards' field is empty. The form also includes a 'Text Limit: 100 | Text Entered: 9' indicator for the course field and a 'Text Limit: 500 | Text Entered: 0' indicator for the degree field. At the bottom of the form, there are 'Add' and 'Cancel' buttons, with a yellow mouse cursor hovering over the 'Add' button. Below these buttons is a link that says 'Add Education History'. The page also features a sidebar with navigation steps, a 'Need help?' link, and '<< Back' and 'Continue >>' buttons. A 'Save' button is located at the bottom left of the page.

To add another school, click on the **Add Education History** button and repeat the instructions on page 13. You can add up to 5 schools.

Screen Reader Version

Job Match Profile / Résumé Posting Tool

Save Delete

Work with My Job Match Profiles

Your session will time-out after 30 minutes.

Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

View More...

An asterisk (\*) denotes a required field.

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### Education

\*Highest Grade Completed: Associate Degree

Employers can search based on your education level! Be specific and provide details about your education credentials.

Education History will appear on your résumé or work application in chronological order. You may record up to 5 entries.

Use the [Need help?](#) link for detailed assistance.

School Name: Thunderhead Technical Institute  
Dates attended: 9/2001 to 5/2002  
Course(s) of Study: Carpentry  
Degree/Awards:

Edit Remove

Add Education History

<< Back Continue >>

Save

When you are done entering all of your information, click on the **Continue** button.

Screen Reader Version

Job Match Profile / Résumé Posting Tool

Save Delete

Work with My Job Match Profiles

Your session will time-out after 30 minutes.

Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

View More...

An asterisk (\*) denotes a required field.

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### Education

\*Highest Grade Completed: Associate Degree

Employers can search based on your education level! Be specific and provide details about your education credentials.

Education History will appear on your résumé or work application in chronological order. You may record up to 5 entries.

Use the [Need help?](#) link for detailed assistance.

School Name: Thunderhead Technical Institute  
Dates attended: 9/2001 to 5/2002  
Course(s) of Study: Carpentry  
Degree/Awards:

Edit Remove

Add Education History

<< Back Continue >>

Save

## Step 5

Select the county(ies) where you are willing to accept work. Click on the county name in the Counties Available list, and then click on the **Select** button.

Screen Reader Version

Job Match Profile / Résumé Posting Tool

Save Delete

Work with My Job Match Profiles

Your session will time-out after 30 minutes.

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View More...

An asterisk (\*) denotes a required field.

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**Step 5 Availability**

Step 6 Finish/Activate

### Availability

Employers can search based on your availability! Make sure you accurately enter where and when you are available to work.

Use the **Need help?** link for detailed assistance.

\*Please indicate the county or counties where you will accept work:

All Counties

Selected Counties

Counties Available:

- Rock
- Rusk
- Sauk**
- Sawyer

Select

Counties Selected:

De-Select

\*Are you willing to relocate?

Yes

No

Out-of-state counties that border Wisconsin can also be chosen. They are listed alphabetically with a prefix of Out of State.

An asterisk (\*) denotes a required field.

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

Step 2 Employment Profile

Step 3 Work Experience

Step 4 Education

**Step 5 Availability**

Step 6 Finish/Activate

### Availability

Employers can search based on your availability! Make sure you accurately enter where and when you are available to work.

Use the **Need help?** link for detailed assistance.

\*Please indicate the county or counties where you will accept work:

All Counties

Selected Counties

Counties Available:

- Oconto
- Oneida
- Out of State - IA - Allamakee**
- Out of State - IA - Clayton

Select

Counties Selected:

De-Select

Multiple counties can be chosen at the same time by clicking on a county name, then pressing and holding the Ctrl key, selecting an additional county or counties, and clicking on the **Select** button.

An asterisk (\*) denotes a required field.

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

[Step 2 Employment Profile](#)

[Step 3 Work Experience](#)

[Step 4 Education](#)

**Step 5 Availability**

[Step 6 Finish/Activate](#)

### Availability

Employers can search based on your availability! Make sure you accurately enter where and when you are available to work.

Use the [Need help?](#) link for detailed assistance.

\*Please indicate the county or counties where you will accept work:

All Counties

Selected Counties

Counties Available:

- Clark
- Columbia
- Crawford
- Dane

Counties Selected:

After selecting the county(ies) where you will accept work, review what is listed in the Counties Selected field to make sure your choices are accurately reflected.

Answer the question about your willingness to relocate. **Do not choose 'Yes' unless you are willing to move for a job.**

An asterisk (\*) denotes a required field.

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

[Step 2 Employment Profile](#)

[Step 3 Work Experience](#)

[Step 4 Education](#)

**Step 5 Availability**

[Step 6 Finish/Activate](#)

### Availability

Employers can search based on your availability! Make sure you accurately enter where and when you are available to work.

Use the [Need help?](#) link for detailed assistance.

\*Please indicate the county or counties where you will accept work:

All Counties

Selected Counties

Counties Available:

- Adams
- Ashland
- Barron
- Bayfield

Counties Selected:

- Columbia
- Dane
- Iowa
- Sauk

\*Are you willing to relocate?

Yes

No

Choose the types of employment you are looking for, and the days of the week you are willing to work.

Type(s) of Employment you are looking for: (Check all that apply)

- Part-Time
- Part-Time Temporary
- Full-Time
- Full-Time Temporary
- On Call
- On Call Temporary
- Project/Contract
- Internship
- Apprenticeship

Work Day(s): (Check all that apply)

- Monday-Friday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- Weekends only
- Non-Standard (Explanation required below)

Explain:

Text Limit: 300 | Text Entered: 0

Choose the shifts you are willing to work. Choose 'Yes' or 'No' to answer the transportation and driver's license questions. Click on the **Continue** button.

\*Shift(s): (Check all that apply)

- First
- Second
- Third
- Rotating
- Mornings
- Afternoons
- Evenings
- Weekend
- Non-Standard (Explanation required below)

Explain:

Text Limit: 300 | Text Entered: 0

Do you have transportation available?

Yes  
 No

Do you have a valid driver's license?

Yes  
 No

[Need help?](#)

## Step 6

If you are done entering **all** of your information, select 'Yes' to answer the question.

If you are **not** done, select 'No'. When you are done entering all information, come back to Step 6 and change your answer from 'No' to 'Yes'. **Remember: you must complete your Job Match Profile within 14 days of filing for Unemployment Insurance.**

Screen Reader Version

Job Match Profile information saved. Your Job Match Profile is not yet completed.

Job Match Profile / Résumé Posting Tool

Save Delete

Work with My Job Match Profiles

Your session will time-out after 30 minutes.  
Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

[View More...](#)

An asterisk (\*) denotes a required field.

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

Step 2 Employment Profile

Step 3 Work Experience

Step 4 Education

Step 5 Availability

Step 6 Finish/Activate

**Finish/Activate**

In this step you will make yourself available and choose which résumé to display to employers.

\* Are you done entering all of your information?

Yes

No

<< Back Finish

Save

When the above question is answered 'Yes', the remaining questions appear.

Screen Reader Version

Job Match Profile / Résumé Posting Tool

Save Delete

Work with My Job Match Profiles

Your session will time-out after 30 minutes.  
Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

[View More...](#)

An asterisk (\*) denotes a required field.

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

Step 2 Employment Profile

Step 3 Work Experience

Step 4 Education

Step 5 Availability

Step 6 Finish/Activate

**Finish/Activate**

In this step you will make yourself available and choose which résumé to display to employers.

\* Are you done entering all of your information?

Yes

No

\* Do you want Employers to match you to their jobs? [More Information](#)  
Unemployment Insurance (UI) Claimants must answer this question 'Yes'.

Yes

No

If you answer 'No' to the above question, employers will **not** be able to find you.

**Already have a résumé?**

Upload your résumé (Optional)

[More Information](#)

{Only .doc, .docx and .pdf documents up to 1024 KB can be uploaded.}

Upload résumé:

Link to your résumé stored on the Internet (Optional)

[More Information](#)

{http://www.SomeResumeSite.com/MyResume}

Website Address:  (200 Characters Allowed.)

<< Back Finish

Save

If you want to upload your résumé, select the file by clicking on the **Browse** button. You can learn more about the process and find answers to your questions by clicking on the **More Information** link.

The screenshot shows the 'Job Match Profile / Résumé Posting Tool' interface. At the top, there is a navigation bar with the logo 'JOB CENTER of WISCONSIN' and the tagline 'Connecting Wisconsin's Workforce'. The navigation bar includes links for 'LOGOUT', 'PERFORM A JOB SEARCH', and a search icon. Below the navigation bar, there are links for 'Home', 'Job Seeker Tools', 'Featured Industries', 'Employer Tools', 'About Us', 'Help', and 'Exit'. The main content area is titled 'Job Match Profile / Résumé Posting Tool' and includes 'Save' and 'Delete' buttons. A warning message states: 'Your session will time-out after 30 minutes. Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.' There is a 'View More...' link. A note says 'An asterisk (\*) denotes a required field.' The main form is titled 'Finish/Activate' and includes a 'Need help?' link. The form is divided into several sections: 'Contact Information', 'Employment Profile', 'Work Experience', 'Education', 'Availability', and 'Finish/Activate'. The 'Finish/Activate' section contains the following content: 'In this step you will make yourself available and choose which résumé to display to employers.' Two required questions: 'Are you done entering all of your information?' (Yes/No) and 'Do you want Employers to match you to their jobs? More Information Unemployment Insurance (UI) Claimants must answer this question Yes' (Yes/No). A note states: 'If you answer No to the above question, employers will not be able to find you.' 'Already have a résumé?' section: 'Upload your résumé (Optional)' with a 'More Information' link and a note: '(Only .doc, .docx and .pdf documents up to 1024 KB can be uploaded.)'. An 'Upload résumé:' field with a 'Browse' button. 'Link to your résumé stored on the Internet (Optional)' with a 'More Information' link and a note: '(http://www.SomeResumeSite.com/MyResume)'. A 'Website Address:' field with a note: '(200 Characters Allowed.)'. 'What do you want employers to see?' section: A dropdown menu with a red asterisk. A note: 'Click on the button below to view your Résumé or Job Match Profile as employers will see it.' A 'What Employers Will See' button. At the bottom of the form are '<< Back' and 'Finish' buttons. A 'Save' button is located at the bottom left of the page.

Select an option from the “What do you want employers to see?” menu, and then click on the Save button.

The screenshot shows a web form titled "Already have a résumé?". It has three main sections: "Upload your résumé (Optional)", "Link to your résumé stored on the Internet (Optional)", and "What do you want employers to see?". The "Upload" section includes a "Delete Uploaded Résumé" button and shows an uploaded file named "Analyst.doc". The "Link" section has a text input field for a website address. The "What do you want employers to see?" section features a dropdown menu with three options: "Uploaded Résumé", "JCW Résumé (anonymous)", and "JCW Résumé (with contact information)". The "Uploaded Résumé" option is selected and highlighted in blue. A mouse cursor is pointing at the dropdown arrow. At the bottom left, a "Save" button is highlighted with a mouse cursor. At the bottom right, there are "<< Back" and "Finish" buttons.

Click on the “What Employers Will See” button to view your choice as employers will see it.

This screenshot is identical to the one above, showing the same form and dropdown menu. However, the dropdown menu is now closed, and the "Uploaded Résumé" option is no longer highlighted. A mouse cursor is now pointing at the "What Employers Will See" button, which is highlighted in yellow. The "Save" button at the bottom left is no longer highlighted.

## George J. Redus

GeorgeRedus@sample.net  
H: 608.555.1234  
C: 608.555.9876

89 Harness Road  
Darlington, WI 53530

### Professional Summary

Contribute to the success of your organization by taking on responsibilities and applying demonstrated analytical, predictive modeling, reporting, technical writing, training, customer service and project management skills to drive productivity, increase efficiencies, enhance customer focus, and fulfill informational needs.

### Skills

- Project Management
- Technical Writing
- Development of Training Material
- Customer Service
- Data mining/Data Base Query
- Insurance Claim Operations

After clicking on the Save or Finish button, this message will appear on the screen, notifying you that your registration requirements are met. Click on the **Ok** button to continue.

You have completed **Step 3** of  
**Unemployment Insurance's Job Center  
of Wisconsin registration requirements.**

An email has been sent to you with helpful  
information.



## Keep your Job Match Profile up-to-date and 'fresh' looking to employers!

- Logon to [JobCenterofWisconsin.com](http://JobCenterofWisconsin.com) every 1-2 weeks and go to your Job Match Profile.
- Review your information in each step and click on the **Save** button.

This will refresh the 'Last Updated' date that employers see, and keep your Job Match Profile from expiring.

An email has been sent to the email address you provided in Step 1 of your Job Match Profile:

