

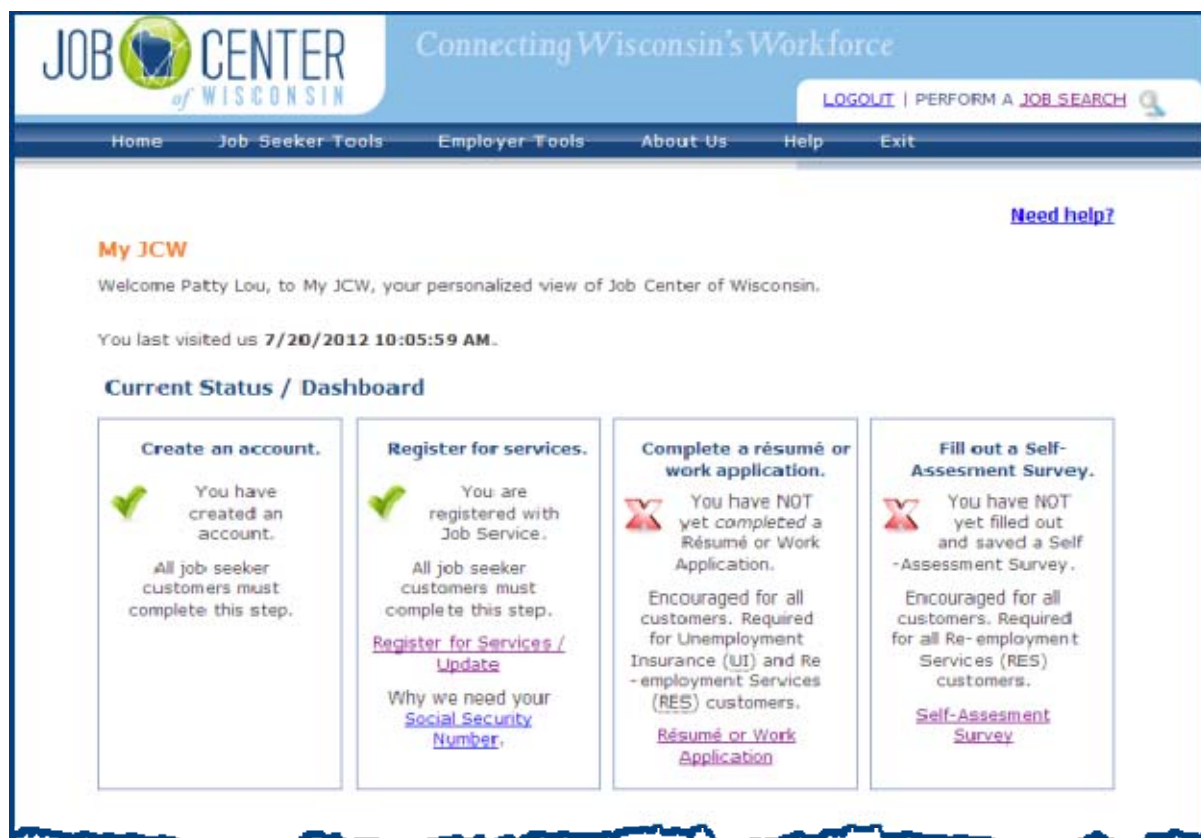
Résumé/Work Application Instructions

Add, Copy, Delete, Preview/Print, Email





- Please go to <https://jobcenterofwisconsin.com> and login with your Username and Password in the Secure Login area.



- When you click on the Login! Button, you will go to the **My JCW** page where you can view your status on the Dashboard. You must be registered to be able to use the Résumé or Work Application tools.



If you haven't registered yet ...

Current Status / Dashboard			
<p>Create an account.</p> <p> You have created an account.</p> <p>All job seeker customers must complete this step.</p>	<p>Register for services.</p> <p> You have NOT yet fully registered with Job Service.</p> <p>All job seeker customers must complete this step.</p> <p>Register for Services / Update</p> <p>Why we need your Social Security Number.</p>	<p>Complete a résumé or work application.</p> <p> You have NOT yet completed a Résumé or Work Application.</p> <p>Encouraged for all customers. Required for Unemployment Insurance (UI) and Re-employment Services (RES) customers.</p> <p>Résumé or Work Application</p>	<p>Fill out a Self-Assessment Survey.</p> <p> You have NOT yet filled out and saved a Self-Assessment Survey.</p> <p>Encouraged for all customers. Required for all Re-employment Services (RES) customers.</p> <p>Self-Assessment Survey</p>

... please click on the **Register for Services/Update** button to do so. After registering you will return to the **My JCW** page and will then be able to create a Résumé or Work Application.

Add a Résumé/Work Application

1. Read the Job Seeker Terms of Use. Click on the **I Accept** button.

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 is never transmitted with the User ID and Password to employers.
- **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

- **Posting of Material:** Job seekers are prohibited from posting or transmitting any material that is obscene, scandalous, inflammatory, pornographic, profane, 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.

2. To begin creating a résumé/work application, click on the **Add** button on the Job Seeker Profile.

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.

[Need help?](#)

Tip:
Click [here](#) 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.

Another Tip:
Check your status using [My JCW](#).

Résumé/Application **References** **Cover Letter**

No résumés/applications found. Press Add to start a new Résumé or Work Application.

Click on the 'Save' button every few minutes to make sure the information you enter is saved on your résumé. If you don't save regularly, you will 'time out' after 30 minutes and your work will be lost.

Use the [Need help?](#) links on each page to see examples and clarify what type of information should be entered.

- Fill in the information requested on the page, taking 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 reactive 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 on this page, click on the **Save** button, and then on the **Continue** button.

The screenshot shows a web form titled "Résumé/Application". At the top right, there are links for "Preview Application" and "Preview Résumé". Below the title, there is a "Save" button and a link "Work with My Résumés/Applications". A warning message states: "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." Below this, there is explanatory text about the form's purpose and a note that users can have up to 3 résumés/applications. A note indicates that an asterisk (*) denotes a required field. The form is divided into steps: Step 1 (Contact Information), Step 2 (Employment Profile), Step 3 (Work Experience), Step 4 (Education), Step 5 (Availability), and Step 6 (Finish/Activate). The "Contact information" section includes fields for First Name (Polly), Last Name (Klock), Middle (J), Email (pollyklock49@sample.net), Street Address 1 (1900 Nautical Way), Street Address 2, City (Fond du Lac), State (Wisconsin), Zip (54935), Home Phone ((920)555-1234), and Alt Phone. There are "Save" and "Continue" buttons at the bottom. Red callouts with arrows point to the "Save" button (labeled "Click Here"), the "Continue" button (labeled "Then click here"), and the "Need help?" link.

4. Fill in the information requested on the page.

Select the occupations you are searching for work as now. Do not list previous occupations unless you are searching for that type of job now.

Select up to three Occupational Categories that you are interested in:

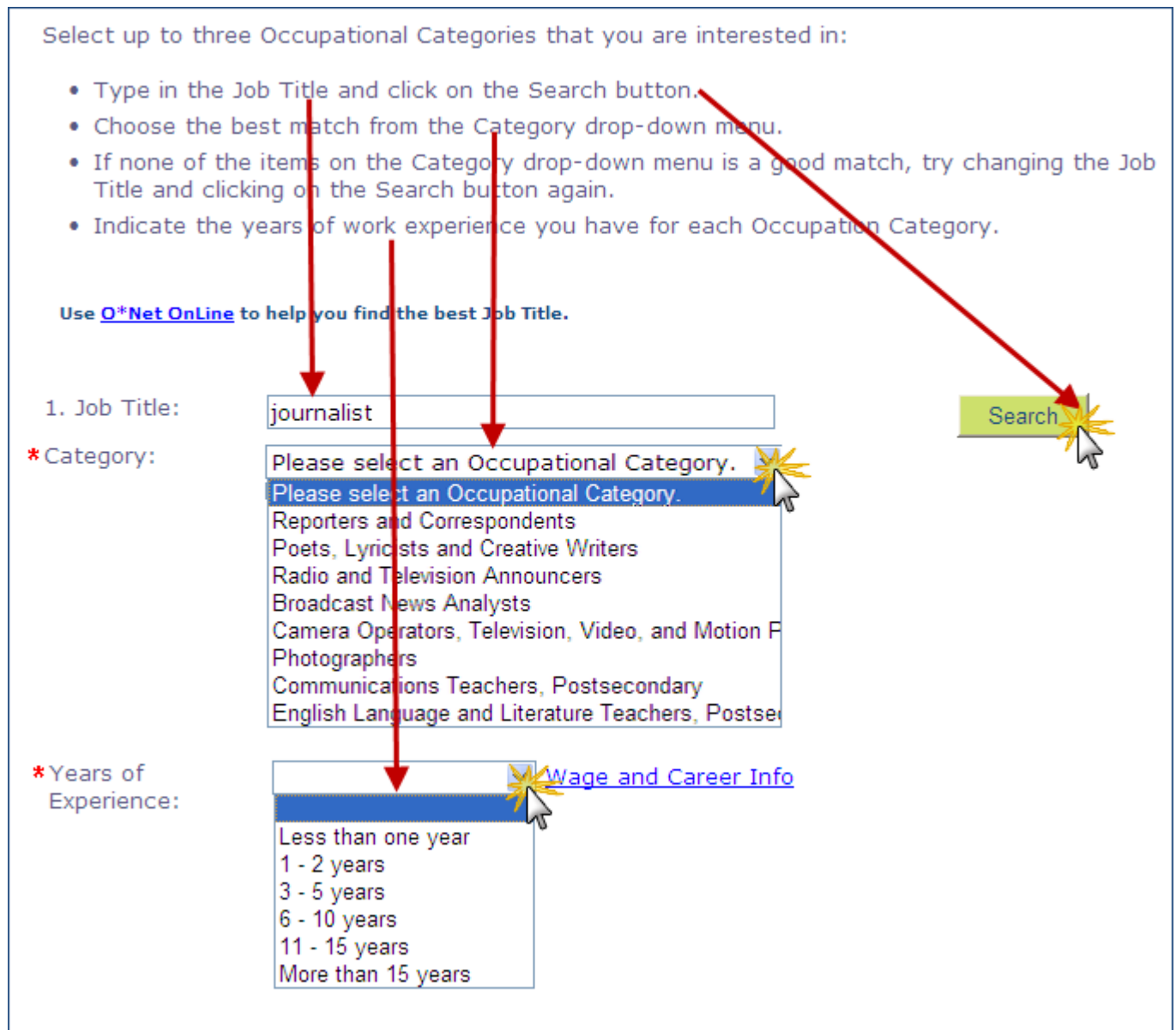
- Type in the Job Title and click on the Search button.
- Choose the best match from the Category drop-down menu.
- If none of the items on the Category drop-down menu is a good match, try changing the Job Title and clicking on the Search button again.
- Indicate the years of work experience you have for each Occupation Category.

Use [O*Net OnLine](#) to help you find the best Job Title.

1. Job Title:

* Category:
Please select an Occupational Category.
Reporters and Correspondents
Poets, Lyricists and Creative Writers
Radio and Television Announcers
Broadcast News Analysts
Camera Operators, Television, Video, and Motion P
Photographers
Communications Teachers, Postsecondary
English Language and Literature Teachers, Postse

* Years of Experience:
Less than one year
1 - 2 years
3 - 5 years
6 - 10 years
11 - 15 years
More than 15 years

A screenshot of a job search form. At the top, there are instructions and a list of four bullet points. Below that is a link to 'O*Net OnLine'. The form has three main sections: 'Job Title' with a text box containing 'journalist'; 'Category' with a dropdown menu showing a list of job categories; and 'Years of Experience' with a dropdown menu showing experience ranges. A 'Search' button is on the right. Red arrows point from the instructions to the 'journalist' text box, the category dropdown, the experience dropdown, and the 'Search' button. A mouse cursor is over the 'Search' button.

When you are done entering your information on this page, click on the **Save** button, and then on the **Continue** button. (See example on next page.)

[Screen Reader Version](#)

[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](#)
- [Step 2
Employment Profile](#)**
- [Step 3
Work Experience](#)
- [Step 4
Education](#)
- [Step 5
Availability](#)
- [Step 6
Finish/Activate](#)

[Need help?](#)

Employment Profile

*Objective:
Text Limit: 500 | Text Entered: 86

Indicate any specific skills that you have:
Text Limit: 1000 | Text Entered: 204

Certifications, Licenses, Awards:
Text Limit: 300 | Text Entered: 48

*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 Occupational Categories that you are interested in:

- Type in the Job Title and click on the Search button.
- Choose the best match from the Category drop-down menu.
- If none of the items on the Category drop-down menu is a good match, try changing the Job Title and clicking on the Search button again.
- Indicate the years of work experience you have for each Occupation Category.

Use [Q*Net OnLine](#) to help you find the best Job Title.

1. Job Title: [Search](#)

*Category:

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

2. Job Title: [Search](#)

Category:

Years of Experience: [Wage and Career info](#)

3. Job Title: [Search](#)

Category:

Years of Experience:

Then click here

[Click Here](#)

[Save](#)

<< Back

Continue >>

5. Fill in your desired salary, if you wish (not a required field).

To add your work history, click on the **Add Work Experience** button.

An asterisk (*) denotes a required field.

Step 1
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Step 2
[Employment Profile](#)

**Step 3
Work Experience**

Step 4
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Step 5
[Availability](#)

Step 6
[Finish/Activate](#)

[Need help?](#)

Work Experience

Desired Salary: \$

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.

[Add Work Experience](#)

<< Back Continue >>

Save

Fill in the requested information. Click on the **Update** button to save this employer's information. Click on the **Save** button at the top or bottom of the page to save your résumé/work application.

Work Experience

Desired Salary: \$

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.

* Employer:

Text Limit: 70 | Text Entered: 26

City:

State:

* Position:

Use [O*Net OnLine](#) to help you find the best Position title. The link also contains information to help you complete the Duties/Responsibilities. Providing detailed information will help employers match you to their open jobs.

* Dates Employed: Start (Month/Year): End (Month/Year):

(Leave End blank if currently employed)

* Duties/Responsibilities:

Text Limit: 1000 | Text Entered: 59

[Update](#) [Cancel](#)

[Add Work Experience](#)

When you are done entering all of your work history (up to a maximum of 10 employers), click on the **Save** button, and then on the **Continue** button.

[Screen Reader Version](#)

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

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.

Résumé Saved

An asterisk (*) denotes a required field.

- [Step 1
Contact
Information](#)
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- [Step 3
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- [Step 5
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[Need help?](#)

Work Experience

Desired Salary: \$ Per Year

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.

Employer: Denver Times
City: Denver
State: Colorado
Position: Reporter
Dates Employed: 2008 to 2012
Duties/Responsibilities: Environmental, local news, and human interest reporter for a large daily newspaper. Circulation: 250,000

Employer: Green Earth Today Magazine
City: Golden
State: Colorado
Position: Columnist
Dates Employed: 2003 to 2008
Duties/Responsibilities: Environmental columnist for a bi-monthly regional magazine.

Employer: KCVB-TV
City: Colorado Springs
State: Colorado
Position: TV Reporter/Weekend Anchor
Dates Employed: 2000 to 2002
Duties/Responsibilities: Reported on assigned stories, mainly local events and human interest. Weekend anchor for the 5:00 p.m. and 10:00 p.m. newscasts. Occasionally filled in as anchor through the week.

Employer: Leadville News Leader
City: Leadville
State: Colorado
Position: Reporter
Dates Employed: 1996 to 2000
Duties/Responsibilities: Covered local and regional news stories for a small weekly newspaper. Circulation: 3500

Then click here

Click Here

6. Select your highest level of education from the drop-down menu.

To add schools you attended, click on the **Add Education History** button.

An asterisk (*) denotes a required field.

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

[Step 2
Employment Profile](#)

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

[Step 5
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[Step 6
Finish/Activate](#)

Education

* Highest Grade Completed:

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

<< Back Continue >>

Fill in the requested information. Click on the **Update** button to save this school's information. Click on the **Save** button at the top or bottom of the page to save your résumé/work application.

When you are done entering all of your Education History (up to a maximum of 5), click on the **Save** button and then on the **Continue** button.

JOB CENTER of WISCONSIN Connecting Wisconsin's Workforce

LOGOUT | PERFORM A [JOB SEARCH](#)

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[Screen Reader Version](#)

[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.

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[Need help?](#)

Education

* Highest Grade Completed:

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

* School Name:

Dates attended: Start (Month/Year): End (Month/Year):
(Leave End blank if currently attending)

Course(s) of Study:
Text Limit: 100 | Text Entered: 10

Degree/Awards:
Text Limit: 500 | Text Entered: 30

Click Here (points to Save button)

Then click here (points to Continue button)

7. Select the county(ies) where you are willing to work by clicking on the county name, and then on the **Select** button.

Choose 'yes' or 'no' to answer the relocation question, based on your willingness to move somewhere else for a job. **Do not choose 'yes' unless you are willing to move for a job.**

Click the checkboxes for the type(s) of employment you will accept.

The screenshot shows the 'JOB CENTER of WISCONSIN' website with the tagline 'Connecting Wisconsin's Workforce'. The navigation bar includes 'Home', 'Job Seeker Tools', 'Employer Tools', 'About Us', 'Help', and 'Exit'. A search bar contains 'LOGOUT | PERFORM A JOB SEARCH'. The main content area is titled 'R sum /Application' and includes 'Save' and 'Delete' buttons. A sidebar on the left lists steps: Step 1 Contact Information, Step 2 Employment Profile, Step 3 Work Experience, Step 4 Education, Step 5 Availability (highlighted), and Step 6 Finish/Activate. The 'Availability' section contains the following fields:

- Availability**
 - *Please indicate the county or counties where you will accept work:
 - All Counties
 - Selected Counties
 - Counties Available: [Dropdown menu with Adams, Ashland, Barron, Bayfield]
 - [Select] button
 - Counties Selected: [Text box containing Dane, Milwaukee, Rock]
 - [De-Select] button
- Are you willing to relocate?
 - Yes
 - No
- 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
 - Apprentice

Click the checkbox(es) for the days of the week you are willing to work.

Click the checkbox(es) for the shifts you are willing to work.

Choose 'yes' or 'no' to answer the transportation and driver's license questions.

The image shows a screenshot of a web form with several sections. At the bottom left, a red callout box labeled "Click Here" points to a green "Save" button. At the bottom right, a red callout box labeled "Then click here" points to a green "Continue >>" button. The form contains the following sections:

- 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
- 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

At the bottom of the form, there are two green buttons: "<< Back" and "Continue >>".

When you are done answering the questions, click on the **Save** button, and then on the **Continue** button.

8. This is the last page of the résumé/work application creation process.

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, change your answer from 'no' to 'yes', and click on the **Save** button.

An asterisk (*) denotes a required field.

[Step 1
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[Step 4
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[Step 6
Finish/Activate](#)

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

<< Back Finish

Save

This question determines whether you have **completed** your résumé/work application or not.

Unemployment Insurance & Re-employment Services customers:

To meet the Unemployment Insurance Division's requirements, the question must be answered 'yes'.

An asterisk (*) denotes a required field.

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[Step 2
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[Step 3
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[Step 6
Finish/Activate](#)

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

You must answer this question 'yes' to complete your résumé.

When the first question is answered 'yes', a second question appears.

An asterisk (*) denotes a required field.

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[Step 3
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[Step 5
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[Step 6
Finish/Activate](#)

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

[Preview Your Match Profile](#)

Select 'yes' or 'no' to answer the question (there is explanatory text below the **Preview Your Match Profile** button), and click on the **Preview Your Match Profile** button.

If you answered the second question 'yes', your Match Profile will be displayed. This is what the employer will see. Carefully review it for spelling, formatting, and content errors.

Match Profile

Looking for work in: Dane, Milwaukee, Rock Counties
Willing to Relocate

OBJECTIVE

Seeking a full-time position where I can utilize my 15 years of journalism experience.

WORK EXPERIENCE

Reporter
2008 to 2012

Columnist
2003 to 2008

TV Reporter/Weekend Anchor
2000 to 2002

Reporter
1996 to 2000

EDUCATION

Highest Grade Completed: Bachelors Degree
Course(s) of Study:
Journalism

OCCUPATION PREFERENCES

Radio and Television Announcers: 1 - 2 years
Reporters and Correspondents: 11 - 15 years
Desired Salary: \$55,000.00 Per Year

CERTIFICATIONS, LICENSES, AWARDS

Magazine Columnist of the Year in Colorado, 2005

SKILLS

Experienced newspaper journalist with excellent credentials. Experienced investigative journalist. First-rate interviewing skills and techniques. Environmental columnist for Green Earth Today magazine.

AVAILABILITY

Full-Time, Project/Contract

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

Work Day(s): Monday-Friday, Saturday, Sunday

Has Transportation Available
Has a Valid Drivers License

Updated 07/19/2012

If you answered the second question 'no', you will see the following message. Employers will not see anything, and employers will not be able to match you to their job openings.

An asterisk (*) denotes a required field.

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[Step 3 Work Experience](#)

[Step 4 Education](#)

[Step 5 Availability](#)

[Step 6 Finish/Activate](#)

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

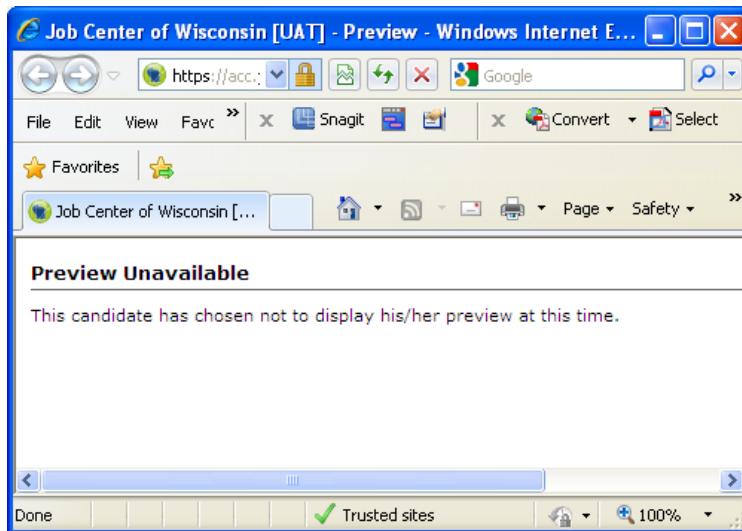
No

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

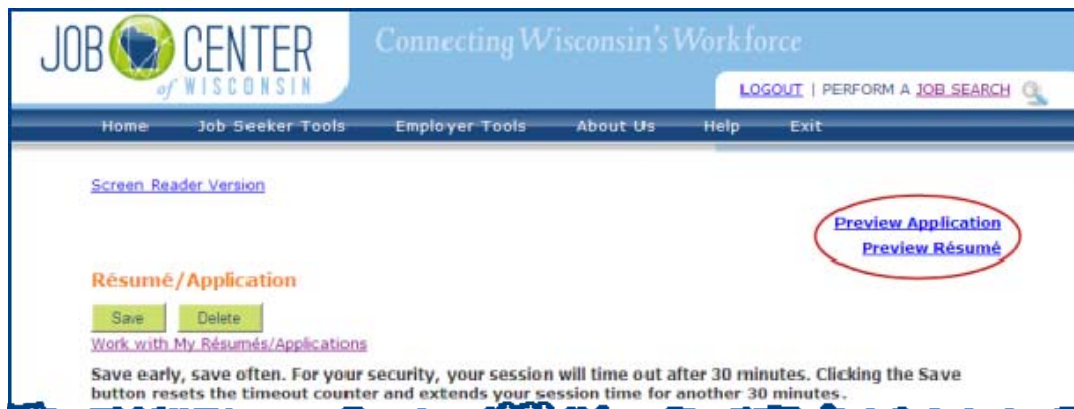
Yes

No

[Preview Your Match Profile](#)



You can view your information formatted as a résumé and as a work application by clicking on the links near the upper right corner of the page. It is a good idea to review both now for spelling, formatting, and content errors.



When you are done answering the questions and reviewing your work, click on the **Save** button, and then on the **Finish** button.

JOB CENTER of WISCONSIN Connecting Wisconsin's Workforce

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[Preview Application](#)
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Résumé/Application

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

[Work with My Résumés/Applications](#)

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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](#)

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[Step 4 Education](#)

[Step 5 Availability](#)

[Step 6 Finish/Activate](#)

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

[Preview Your Match Profile](#)

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.

[Click Here](#) [Save](#) [Finish](#)

After clicking the **Finish** button you will return to the Job Seeker Profile page, where you can view the status of your résumé/work application (click on the [Need help?](#) link for an explanation of the information displayed on this page).

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"/>	2156	Seeking a full-time position where I can utilize my 15 years of journalism experience.	Active	Yes	07/20/2012	Yes	0	0	

View/Update Add Copy Delete Preview/Print Email

To view your status in Job Center of Wisconsin, click on the [My JCW](#) link and view your Dashboard.

My JCW

Welcome Polly, to My JCW, your personalized view of Job Center of Wisconsin.

You last visited us **7/19/2012 11:18:57 AM**.

Current Status / Dashboard

<p>Create an account.</p> <p><input checked="" type="checkbox"/> You have created an account.</p> <p>All job seeker customers must complete this step.</p>	<p>Register for services.</p> <p><input checked="" type="checkbox"/> You are registered with Job Service.</p> <p>All job seeker customers must complete this step.</p> <p>Register for Services / Update</p> <p>Why we need your Social Security Number.</p>	<p>Complete a résumé or work application.</p> <p><input checked="" type="checkbox"/> You have completed 1 Résumé / Work Application(s).</p> <p>Encouraged for all customers. Required for Unemployment Insurance (UI) and Re-employment Services (RES) customers.</p> <p>Résumé or Work Application</p>	<p>Fill out a Self-Assessment Survey.</p> <p><input type="checkbox"/> You have NOT yet filled out and saved a Self-Assessment Survey.</p> <p>Encouraged for all customers. Required for all Re-employment Services (RES) customers.</p> <p>Self-Assessment Survey</p>
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Finally, please check your email account (the one you used in Step 1. of your résumé/work application) for an email from JobCenterofWisconsin@dwd.wisconsin.gov confirming that you now have a résumé/work application.

An asterisk (*) denotes a required field.

Step 1
[Contact Information](#)

[Step 2
Employment Profile](#)

[Step 3
Work Experience](#)

[Step 4
Education](#)

[Need help?](#)

Contact information

First Name:

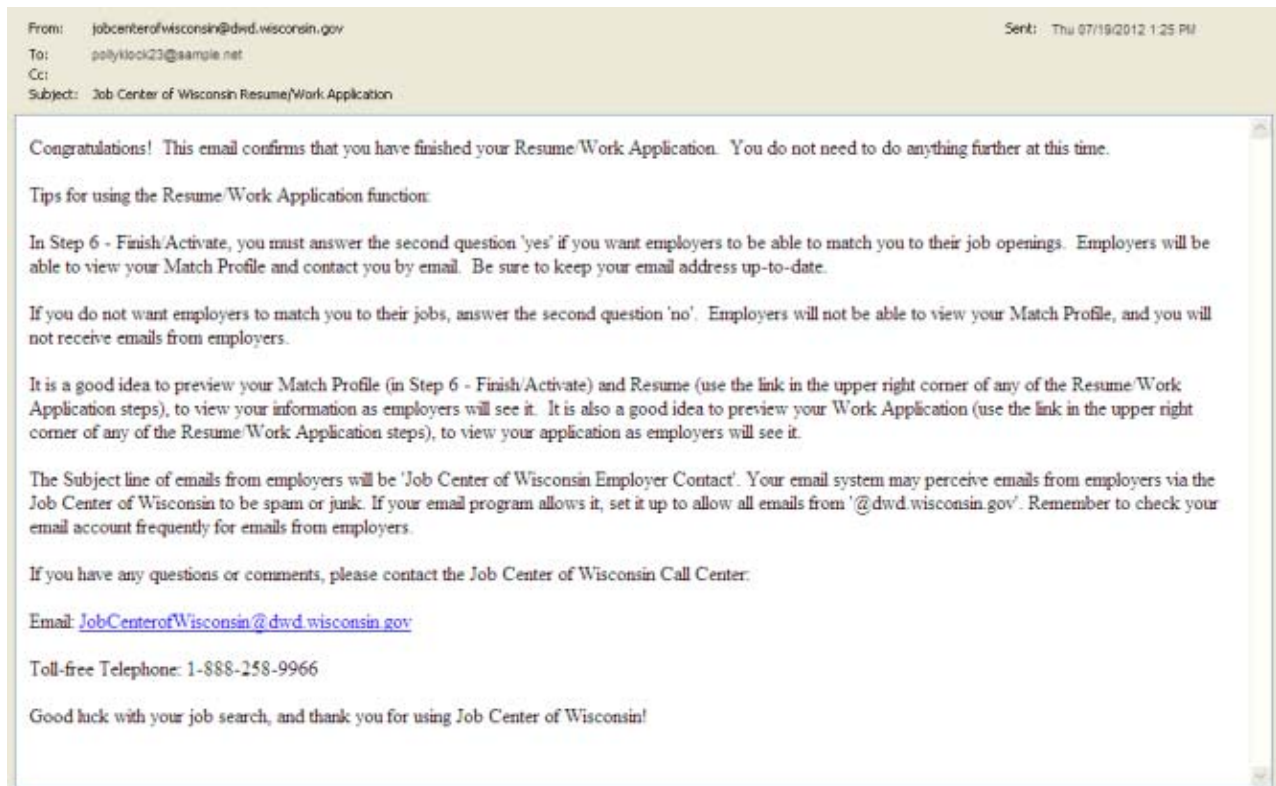
Last Name:

Middle:

* Email:

[\(abc@def.com\)](#)

[Don't have an email?](#)



Copy a Résumé/Work Application

1. Click on the **Copy** button on the Job Seeker Profile.

Résumé/Application		References	Cover Letter						
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent	
<input checked="" type="checkbox"/>	2156	Seeking a full-time position where I can utilize my 15 years of journalism experience.	Active	Yes	07/20/2012	Yes	0	0	

2. A copy of your existing résumé/work application is displayed. Most fields will be pre-filled with the information from your existing résumé/work application. You will need to complete these fields:

Step 2 – Objective

Step 5 – Counties where you will accept work

Step 5 – Willing to relocate?

Step 6 – Both questions

3. After you click on the **Save** button the first time, the copied résumé/work application will be assigned its own unique identifier and will appear on the Job Seeker Profile.

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	31843	Seeking short-term writing projects and free-lance writing opportunities for websites, newspapers and magazines.	Active	No	07/21/2012	No	0	0
<input type="checkbox"/>	2156	Seeking a full-time position where I can utilize my 15 years of journalism experience.	Active	Yes	07/20/2012	Yes	0	0

View/Update Add Copy Delete Preview/Print Email

Click the checkbox for the résumé/work application, and then click on the **View/Update** button to return to the résumé/work application.

4. Carefully review the information listed in every step to be sure it is accurate for **this** résumé/work application. Update, add, or delete information as needed.

When you are done answering the questions and reviewing your work, click on the **Save** button, and then on the **Finish** button. You will return to the Job Seeker Profile.

5. Please check your email account (the one you used in Step 1. of your résumé/work application) for an email from JobCenterofWisconsin@dwd.wisconsin.gov confirming that you finished your résumé/work application.

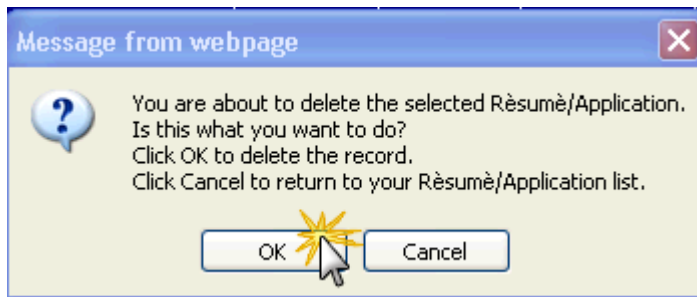
Delete a Résumé/Work Application

1. Click the checkbox for the résumé/work application you want to delete, and then click on the **Delete** button.

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	31843	Seeking short-term writing projects and free-lance writing opportunities for websites, newspapers and magazines.	Active	No	07/21/2012	No	0	0
<input type="checkbox"/>	2156	Seeking a full-time position where I can utilize my 15 years of journalism experience.	Active	Yes	07/20/2012	Yes	0	0

View/Update Add Copy Delete Preview/Print Email

2. This dialog box will appear. If you are sure you want to delete your résumé/work application, click on the **OK** button.



3. Your résumé/work application is deleted.

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	2156	Seeking a full-time position where I can utilize my 15 years of journalism experience.	Active	Yes	07/20/2012	Yes	0	0

View/Update Add Copy Delete Preview/Print Email

Preview or Print a Résumé/Work Application

1. Click the checkbox for the résumé/work application you want to view or print, and then click on the **View/Print** button.

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	31843	Seeking short-term writing projects and free-lance writing opportunities for websites, newspapers and magazines.	Active	No	07/21/2012	No	0	0
<input type="checkbox"/>	2156	Seeking a full-time position where I can utilize my 15 years of journalism experience.	Active	Yes	07/20/2012	Yes	0	0

View/Update Add Copy Delete Preview/Print Email

2. Select what you would like to print, and in what format. (The [Need help?](#) link explains the format choices.) Click on the **Preview/Print** button.

Preview/Print

[Work with My Résumés/Applications](#) Click the link to return to the Job Seeker Profile. Need help?

What do you want to Print?

Résumé

Application

Cover Letter

References

Select a format:

HTML Word PDF

Preview/Print

3. The File Download dialog message will appear. Click on **Open** if you wish to print; click on **Save** if you wish to save the file.



4. To print, click on the Printer icon, which will look like one of these images, or similar.



Email a Résumé/Work Application

1. Click the checkbox for the résumé/work application you want to email to someone, and then click on the Email button.

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	31843	Seeking short-term writing projects and free-lance writing opportunities for websites, newspapers and magazines.	Active	No	07/21/2012	No	0	0
<input type="checkbox"/>	2156	Seeking a full-time position where I can utilize my 15 years of journalism experience.	Active	Yes	07/20/2012	Yes	0	0

View/Update Add Copy Delete Preview/Print Email

2. Fill in the fields with the appropriate information, taking care to spell the employer's email address correctly. Select what you want to send, and in what format. (Click on the [Need help?](#) link for explanations.)

[Need help?](#)

Email Employer

[Work with my Résumés/Applications](#)

* Employer Email Address:

* Subject:

Refer To:

Message:
Text Limit: 1000 | Text Entered: 194

What do you want to send?

Résumé

Application

Please make a selection if you would also like to include either or both of the following options:

Cover Letter

References

Select a format:

HTML

Word

PDF

Do you want to send a copy to yourself for your records?

Yes

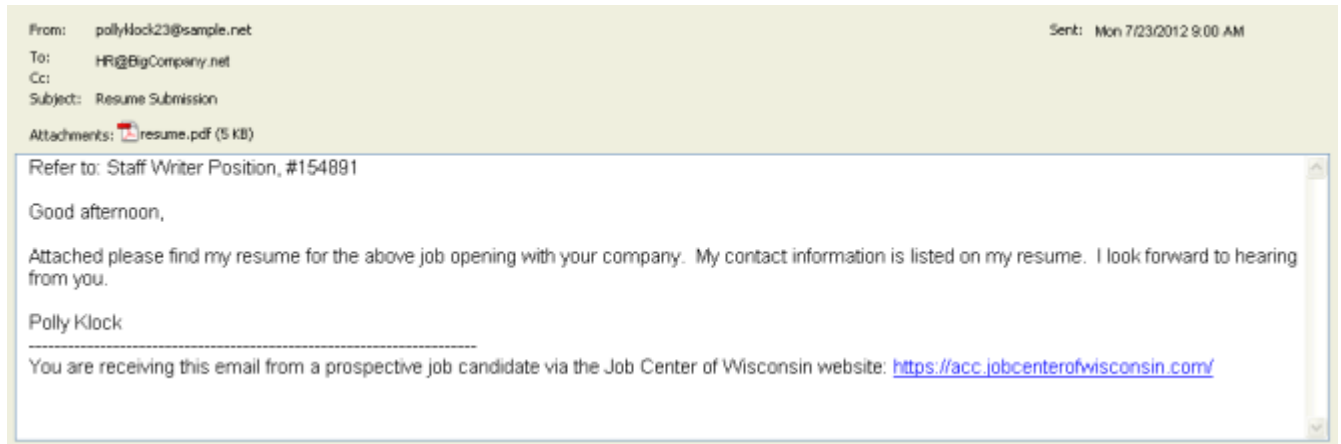
No

3. Some job seekers have reported that when they click 'yes' to send a copy to them, that they do not receive the copy.

Some email providers perceive emails with the same email address in the From: and CC: fields to be spam and block the copy (CC:). Email providers that job seekers have reported to us are RoadRunner, AOL, Juno, and NetZero.

4. Click on the **Send** button. The page is redisplayed. The **Send** button is now inactive, and to the right of it the message **Email Sent** is displayed.

5. Sample email sent to the employer:



6. If you wish to send the same email to another person, click on the **New Email** button.

Email Employer

[Work with my Résumés/Applications](#)

Click the link to return to the Job Seeker Profile.

Need help?

* Employer Email Address: HR@BigCompany.net

* Subject: Resume Submission

Refer To: Staff Writer Position, #154891

Message: Good afternoon, Attached please find my resume for the above job opening with your company. My contact
Text Limit: 1000 | Text Entered: 194

What do you want to send?
 Résumé
 Application

Please make a selection if you would also like to include either or both of the following options:
 Cover Letter
 References

Select a format:
 HTML
 Word
 PDF

Do you want to send a copy to yourself for your records?
 Yes
 No

Send Email sent
New Email

7. The Subject, Refer To, and Message fields remain the same (be sure to update them!). The Employer Email Address field is blank. You will also need to select your choices on the bottom of the page.

The screenshot shows a web form titled "Email Employer" with a link "Work with my Résumés/Applications". The form contains the following fields and options:

- * Employer Email Address:** A text input field that is currently empty. This field is highlighted with a red border.
- * Subject:** A text input field containing "Resume Submission".
- Refer To:** A text input field containing "Staff Writer Position, #154891".
- Message:** A text area containing "Good afternoon, Attached please find my resume for the above job opening with your company. My contact". Below the text area, it says "Text Limit: 1000 | Text Entered: 194".
- What do you want to send?** Two radio button options: "Résumé" (which is selected) and "Application".