Résumé/Work Application Instructions
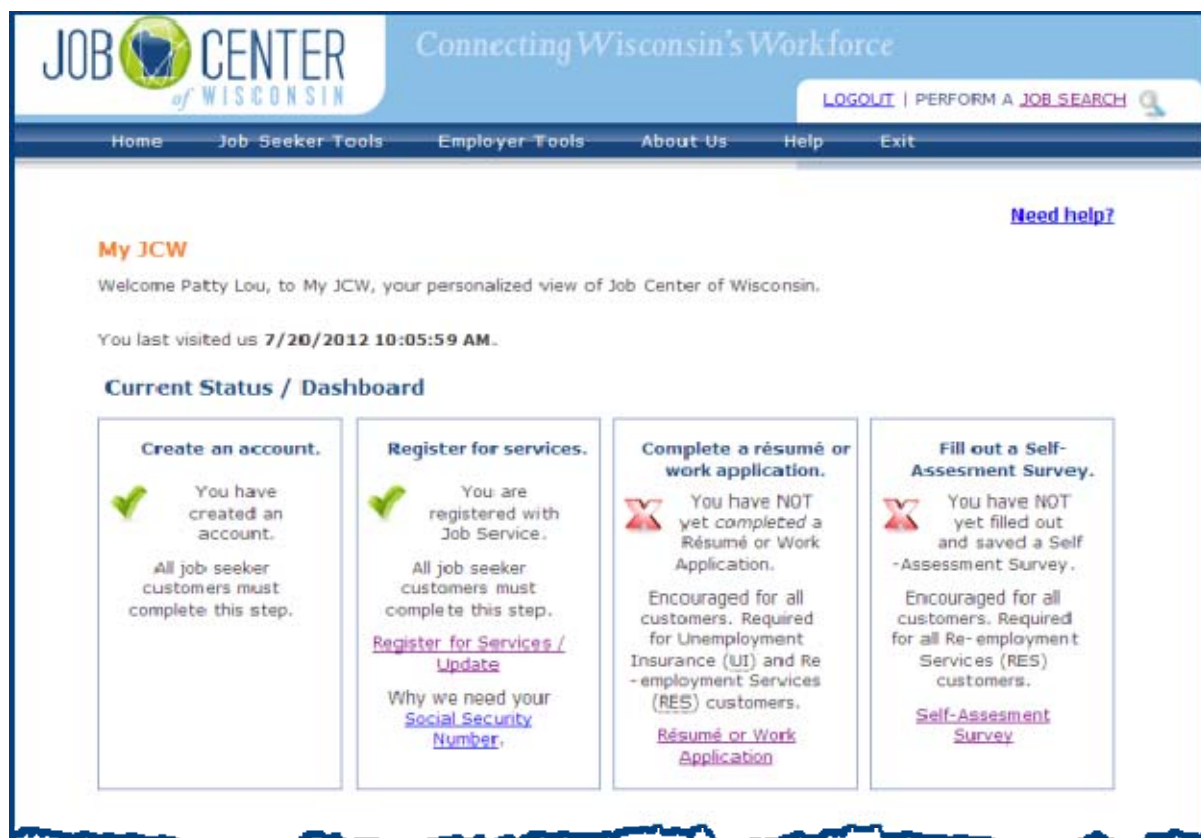## *Add, Copy, Delete, Preview/Print, Email*

- 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

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

… 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.

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

> 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.

3. 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.

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: journalist   Search

*Category: Please select an Occupational 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, Postsec

*Years of Experience: Wage and Career Info

Less than one year
1 - 2 years
3 - 5 years
6 - 10 years
11 - 15 years
More than 15 years

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

Text Limit: 500 | Text Entered: 86

Indicate any specific skills that you have:
> Experienced newspaper journalist with excellent credentials. Experienced investigative journalist. First-rate interviewing skills and techniques. Environmental columnist

Text Limit: 1000 | Text Entered: 204

Certifications, Licenses, Awards:
> Magazine Columnist of the Year in Colorado, 2005

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.

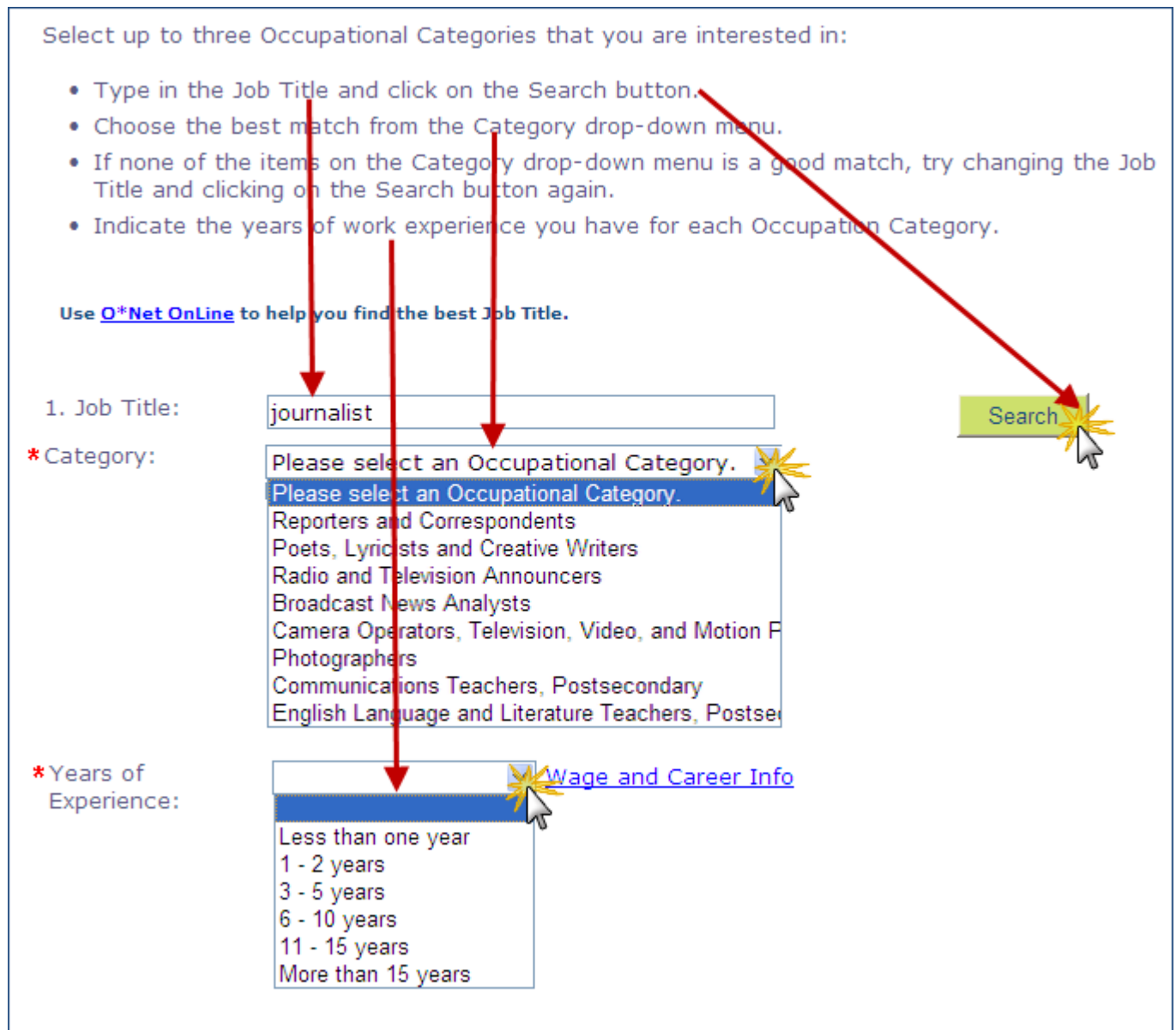Select up to three Occupational Categories that you are interested in:

- 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 O*Net OnLine to help you find the best Job Title.

1. Job Title: journalist   [Search]
*Category: Reporters and Correspondents
*Years of Experience: 11 - 15 years   Wage and Career Info

2. Job Title: newscaster   [Search]
Category: Radio and Television Announcers
Years of Experience: 1 - 2 years   Wage and Career info

3. Job Title: [   ]   [Search]
Category: [   ]
Years of Experience: [   ]

Then click here

[<< Back]   [Continue >>]

Click Here
[Save]

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
Contact
Information

Step 2
Employment
Profile

**Step 3
Work
Experience**

Step 4
Education

Step 5
Availability

Step 6
Finish/Activate

Save

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

Need help?

<< Back   Continue >>

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: $ 55000   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: Green Earth Today Magazine

                      Text Limit: 70 | Text Entered: 26
  City: Golden
  State: Colorado   ▼
* Position: Columnist

     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):   ▼ 2003
                      End   (Month/Year):   ▼ 2008
                      (Leave End blank if currently employed)
* Duties/Responsibilities: Environmental columnist for a bi-monthly
                      regional magazine.

                      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.

LOGOUT | PERFORM A JOB SEARCH

Home   Job Seeker Tools   Employer Tools   About Us   Help   Exit

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.

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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.

Rèsumè Saved

An asterisk (*) denotes a required field.

Step 1
Contact
Information

Step 2
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Work
Experience

Step 4
Education

Step 5
Availability

Step 6
Finish/Activate

Need help?

Work Experience

Desired Salary: $ 55,000   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

Edit   Remove

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.

Edit   Remove

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.

Edit   Remove

Employer:	Leaville 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

Edit   Remove

Add Work Experience

Then click here

<< Back   Continue >>

Click Here

Save

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

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

    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.

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.

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.

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

Then click here

<< Back   Continue >>

Click Here
Save

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.

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'.

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

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.

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.

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.

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).

To view your status in Job Center of Wisconsin, click on the My JCW link and view your Dashboard.

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.
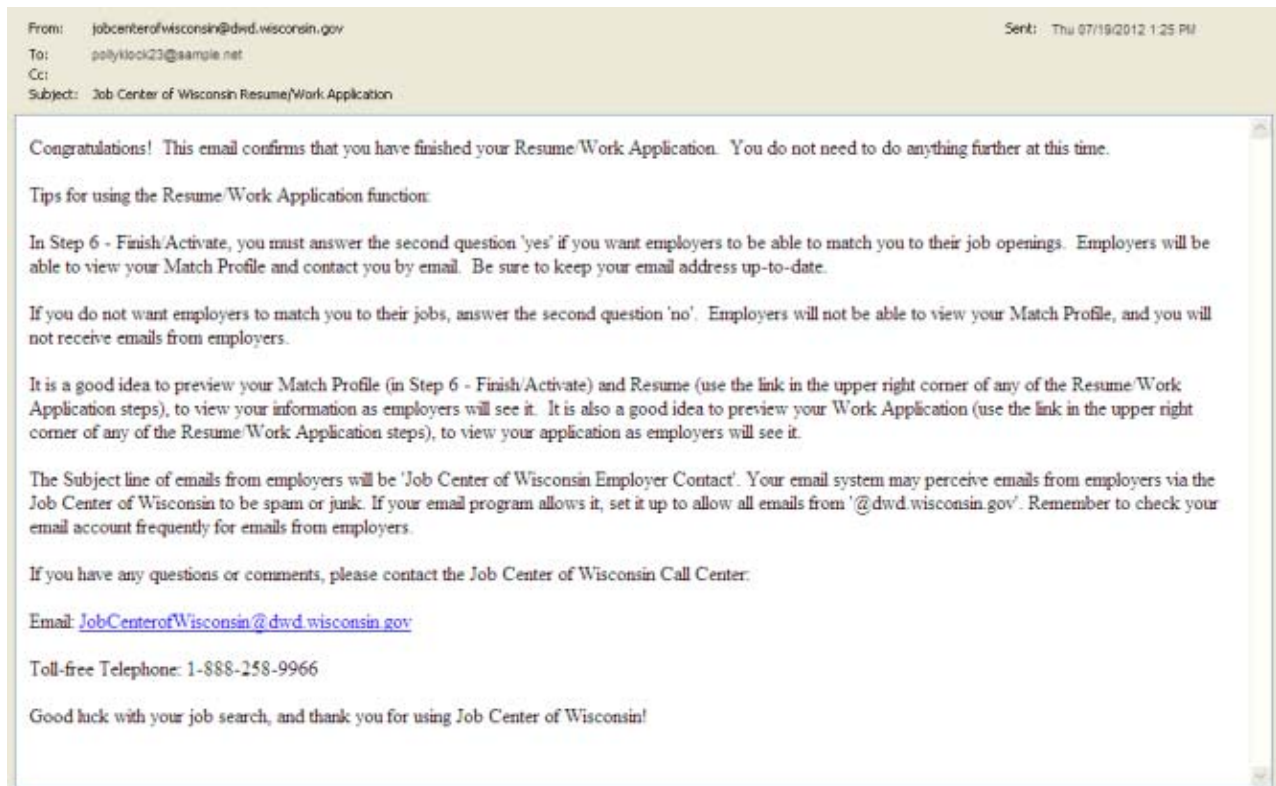
Copy a Résumé/Work Application

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

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
☑	31843	Seeking short-term writing projects and free-lance writing opportunities for websites, newspapers and magazines.	Active	No	07/21/2012	No	0	0
☐	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.
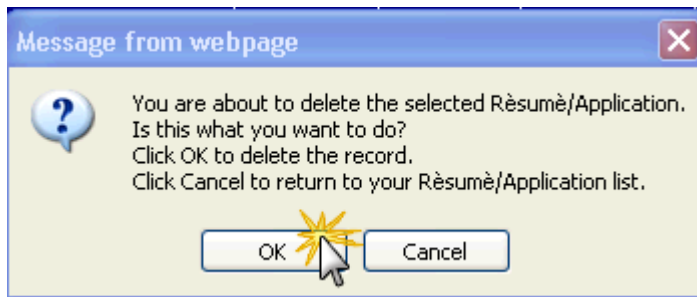
Delete a Résumé/Work Application

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

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.

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.

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

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	
☑	31843	Seeking short-term writing projects and free-lance writing opportunities for websites, newspapers and magazines.	Active	No	07/21/2012	No	0	0	
☐	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.)

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?
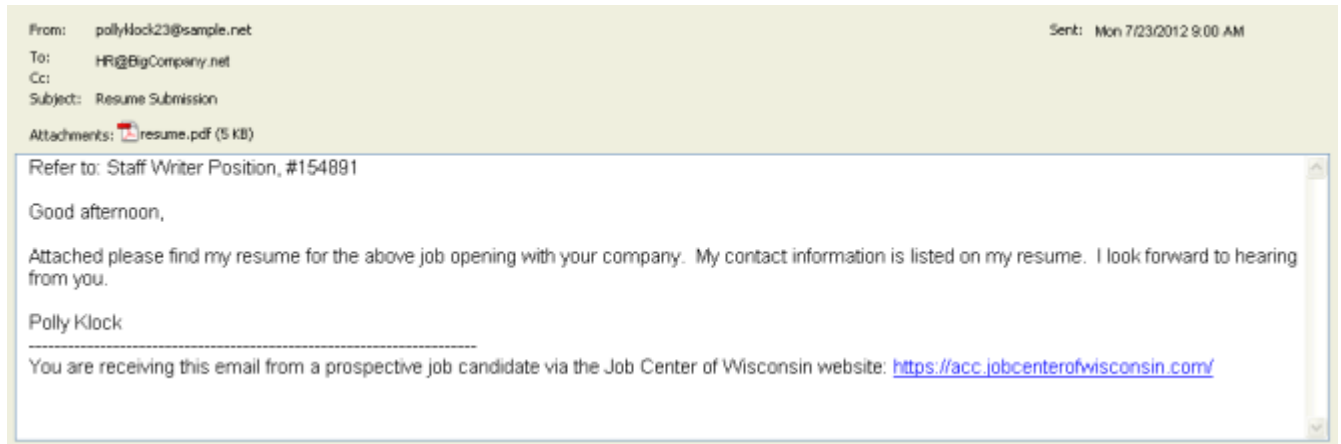⦿ Yes
◯ No

Send

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.

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.