

## Helping a Job Seeker Save a Résumé/Work Application

In the June 26 (a) JCW listserv message <http://wisconsinjobcenter.org/jobnetbiz/archive/062609aJCW.pdf> we described a problem (bottom of page 1 through the middle of page 4) some job seekers were experiencing when saving their Résumé/Work Application. Changes were made in JobCenterofWisconsin.com on the evening of June 26<sup>th</sup>, but some job seekers continue to have problems. We are working on a better solution, but in the meantime, please advise job seekers to do the following (these instructions are also one of the Job Seeker Frequently Asked Questions, have been added to the 'Need help?' link on the Job Seeker Profile, and are formatted as a [handout](#) for Resource Rooms):

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

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

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

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

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

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

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

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

First Name: Sally  
Last Name: Sample  
Middle:   
\*Email: sallysample@test.net  
(abc@def.com)  
[Don't have an email?](#)

Street Address 1: 1215 North Street  
Street Address 2:   
City: Madison  
State: Wisconsin  
Zip: 53704 -   
Home Phone: (999 555 1234)  
(608) 555-1234  
Alt Phone: (999 555 1234)

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

**Employment Profile**

\*Objective:

Objective is Required.

Text Limit: 500 | Text Entered: 0

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

### Availability

\*Please indicate the county or counties where you are looking for work:

All Counties
 County selection is required.

Selected Counties

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

Résumé Saved

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](#)

### 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

[Need help?](#)

<< Back
Finish

Save

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

### 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.

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

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

**Job Seeker Profile**

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	48280	I am seeking a position as a Senior Tax Accountant for a Fortune 500 company.	Active	Yes	07/08/2009	No	0	2

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

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

[Step 2 Employment Profile](#)

[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

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.

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This message has been posted to the website (<http://www.wisconsinjobcenter.org/jobnetbiz>) that holds the Job Center of Wisconsin announcements. The archive holds the current edition, and all previous editions.

These editions are delivered in Adobe PDF format for online reading or downloading. The website has a link to the DWD Viewers Download Page (<http://dwd.wisconsin.gov/viewers.htm>) to find links to software which may be necessary to view the publications.

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