

JobCenterOfWisconsin.com Résumé/Application

Common questions from job seekers are *"How do I erase my Occupational Categories on the Employment Profile so I can re-enter them in order?"*, *"How do I erase my previous employers on the Work Experience screen so I can re-enter them in order?"*, and *"How do I erase the schools I attended on the Education screen so I can re-enter them in order?"*

Job seekers do not need to enter their information in chronological order. JobCenterofWisconsin.com organizes the data so it is presented in chronological order, regardless of how the information was entered.

Employment Profile

Some job seekers assume that because the Occupational Categories are numbered, that the information must be listed by the job seeker's first, second, and third preference for a job. That is incorrect.

The job seeker's choices can be entered in any order. They are not ranked or weighted. When an employer uses the Candidate Search feature, the computer program looks at all of the choices simultaneously and if a job seeker matches, he/she appears on the employer's list to investigate further. The information is only used behind-the-scenes for job matching. It doesn't appear on the Match Profile, nor on the Résumé or Work Application.

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.

1. Job Title:	<input type="text"/>	<input type="button" value="Search"/>
Category:	<input type="text" value="Cashiers"/>	
Years of Experience:	<input type="text" value="11 - 15 years"/> Wage and Career Info	
2. Job Title:	<input type="text"/>	<input type="button" value="Search"/>
Category:	<input type="text" value="Sales Agents, Securities and Commodities"/>	
Years of Experience:	<input type="text" value="Less than one year"/> Wage and Career info	
3. Job Title:	<input type="text"/>	<input type="button" value="Search"/>
Category:	<input type="text" value="Sawing Machine Setters, Operators, and Tende"/>	
Years of Experience:	<input type="text" value="More than 15 years"/> Wage and Career info	

Work Experience

The job seeker's current and past employers can be entered in any order. The computer program lists the entries in chronological order by the Dates Employed End Date Year. Text appears on the top of the Work Experience screen alerting job seekers that their information will be listed in chronological order, which includes the Work Experience screen, the Match Profile, Résumé, and Work Application.

This is the existing Work Experience screen for a job seeker.

[Step 1 Contact Information](#) [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.

Employer: Widget Warriors
City:
State:
Position: Lead Widget Maker
Dates Employed: 1/2009 to present
Duties/Responsibilities: First shift lead worker for all widgeteers

Employer: Widget World
City: Mukwonago
State: Wisconsin
Position: Widget Maker
Dates Employed: 12/2006 to 12/2007
Duties/Responsibilities: Made widgets

Employer: Northwoods Bookkeeping
City: Minocqua
State: Wisconsin
Position: Owner
Dates Employed: 1/2002 to 3/2004
Duties/Responsibilities: Bookkeeper for several small businesses.

Employer: Loon Lake Resort
City: Loon Lake
State: Wisconsin
Position: Housekeeper
Dates Employed: 5/2003 to 10/2003
Duties/Responsibilities: Cleaned rooms

Employer: Wisconsin Dept of Transportation
City: Rhinelander
State: Wisconsin
Position: Supervisor
Dates Employed: 10/1969 to 10/1999
Duties/Responsibilities: Supervised Rhinelander office.

Employer: Simple Pleasures Gift Shop
City: Merrill
State: Wisconsin
Position: Clerk
Dates Employed: 3/1969 to 10/1969
Duties/Responsibilities: Stocked shelves, rang up purchases.

To add the next employer, the job seeker clicks on the 'Add Work Experience' button in the lower left corner. The job seeker fills in the blanks, clicks on the 'Update' button to save the data, and then clicks on the 'Save' button to save the page.

If the job seeker fails to click on the 'Save' button and she times out, the information for her Lands' End employment will not be saved to her Résumé/Work Application.

The screenshot shows a web form titled "Work Experience" with a sidebar on the left containing navigation links: Step 1 Contact Information, Step 2 Employment Profile, Step 3 Work Experience (highlighted), Step 4 Education, Step 5 Availability, and Step 6 Finish/Activate. A "Need help?" link is in the top right. The form contains several entries for past employers, each with fields for Employer, City, State, Position, Dates Employed, and Duties/Responsibilities. The last entry is for "Lands' End" and is partially filled out. At the bottom of the form, there are "Update" and "Cancel" buttons, and a "Add Work Experience" button. A "Save" button is circled in red at the bottom left of the page. Navigation buttons "<< Back" and "Continue >>" are at the bottom right.

Work Experience [Need help?](#)

Desired Salary: \$ 50,000.00 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: Widget Warriors
City:
State:
Position: Lead Widget Maker
Dates Employed: 1/2009 to present
Duties/Responsibilities: First shift lead worker for all widgeteers

Employer: Widget World
City: Mukwonago
State: Wisconsin
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Employer: Northwoods Bookkeeping
City: Minocqua
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Duties/Responsibilities: Bookkeeper for several small businesses.

Employer: Loon Lake Resort
City: Loon Lake
State: Wisconsin
Position: Housekeeper
Dates Employed: 5/2003 to 10/2003
Duties/Responsibilities: Cleaned rooms

Employer: Wisconsin Dept of Transportation
City: Rhinelander
State: Wisconsin
Position: Supervisor
Dates Employed: 10/1969 to 10/1999
Duties/Responsibilities: Supervised Rhinelander office.

Employer: Simple Pleasures Gift Shop
City: Merrill
State: Wisconsin
Position: Clerk
Dates Employed: 3/1969 to 10/1969
Duties/Responsibilities: Stocked shelves, rang up purchases.

*Employer: Lands' End
Text Limit: 70 | Text Entered: 10

City: Dodgeville

State: Wisconsin

*Position: Customer Service Representative

*Dates Employed: Start (Month/Year): 9 1987
End (Month/Year): 8 1988
(Leave End blank if currently employed)

*Duties/Responsibilities: Respond to customers' questions and complaints via e-mail and telephone, research products for customers, fulfill requests for swatches.
Text Limit: 1000 | Text Entered: 136

Update **Cancel**

Add Work Experience

<< Back Continue >>

Save

When the job seeker clicks on the 'Update' button, Lands' End is added to the bottom of the list. When the job seeker clicks on the 'Save' button, Lands' End is inserted into the list chronologically, based on the year in the End Date 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?](#)

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.

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Employer: Wisconsin Dept of Transportation
City: Rhinelander
State: Wisconsin
Position: Supervisor
Dates Employed: 10/1969 to 10/1999
Duties/Responsibilities: Supervised Rhinelander office.

Employer: Lands' End
City: Dodgeville
State: Wisconsin
Position: Customer Service Representative
Dates Employed: 9/1987 to 8/1988
Duties/Responsibilities: Respond to customers' questions and complaints via e-mail and telephone, research products for customers, fulfill requests for swatches.

Employer: Simple Pleasures Gift Shop
City: Merrill
State: Wisconsin
Position: Clerk
Dates Employed: 3/1969 to 10/1969
Duties/Responsibilities: Stocked shelves, rang up purchases.

Education

The job seeker's current and past schools can be entered in any order. The computer program lists the entries in chronological order by the Dates Attended End Date Year. Text appears on the top of the Education screen alerting job seekers that their information will be listed in chronological order, which includes the Education screen, the Match Profile, Résumé, and Work Application.

The Education screen functions in the same way the Work Experience screen does (see pages 2-4).

Step 1
[Contact Information](#)

Step 2
[Employment Profile](#)

Step 3
[Work Experience](#)

**Step 4
Education**

Step 5
[Availability](#)

Step 6
[Finish/Activate](#)

[Need help?](#)

Education

Highest Grade Completed: High School Diploma/GED Equivalent

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

Add Education History

<< Back Continue >>

Save

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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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