



Free Online Tools to Help Students Reach Their Career Goals

March 6, 2019

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ILLINOIS WORKNET: BENEFITS FOR CAREER AND TECHNICAL EDUCATION STUDENTS AND PROVIDERS

- Students can access resources and tools to help them explore careers, training, and skills needed to reach their training and employment goals.
- Providers have access to the same resources and tools. Plus, they have instructor guides and partner tools to recover passwords, view student assessments, plans, saved resumes, and more.
- All of these resources are FREE.



ILLINOIS WORKNET: **CAREER PLANNING TOOLS**

Student View

- **Illinois workNet Tools & Guides**
- **Career Plan Demo**
- **Other Tools Demo (i.e., Employment 101 & Resume Builder)**

Instructor/Advisor Tools

- **Customer Support Center Overview**
- **Using the Career Plan Builder**
- **Next Steps**



GUIDANCE & PERSONALIZED TOOLS FOR STUDENTS



EMPLOYMENT 101: GETTING STARTED

Students need to have an Illinois workNet account.



STEP ONE

Go to www.illinoisworknet.com and sign up for an Illinois workNet account.



STEP TWO

Verify your Illinois workNet account via email.



STEP THREE

Go to My Dashboard and the Dashboard icon.

MY DASHBOARD: GETTING STARTED

The screenshot shows the user interface of the Illinois WorkNet Center American Job Center. At the top, there is a navigation bar with a menu icon, the logo, a search icon, and a language selector for Spanish. Below this is a secondary navigation bar with links for My Dashboard, Messages (1), Bookmarks, Resumes, and Skills & Interests. The main content area is titled "Leanne's Dashboard" and has two tabs: "My Tools" and "My Assessments".

The "My Tools" tab is active and contains several widgets:

- Settings:** Includes links for "Update My Profile", "Change Password", "Update - News", and "Subscription Settings".
- Messages:** Shows a notification for "1 Messages". A large red arrow points from this widget to the "Career Plan" widget.
- Career Plan:** Features a "WorkNet" search bar.
- Employment 101:** Includes "Employment 101 Plans" and "Guide" buttons, a list of assessment types (Pre-assessment, Post-assessment, Certificate), and a central orange box with the text: "Your Guide To Prepare: A Career Plan, A Job Search Plan To Achieve Your Goals".
- My Bookmarks:** Includes an "Add New" button.
- Resume Builder:** A widget at the bottom left.
- Job Search:** A widget at the bottom right.

MY CAREER PLAN: START WITH A STEP-BY-STEP APPROACH

WorkNet
 HI, LEANNET01

MY CAREER PLAN

Current Project: Global workNet

Career Plan

Skills, Interests & Experiences | **Plan Goals and Steps** | Accomplishments | Job Leads | Update Log

OVERVIEW

CUSTOMER GOALS/PLAN AGREEMENT

No Status update yet! [Download Career Plan](#)

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Due Date	Status
Get a job or work experience.	Show Next Steps	Career Plan	2/22/2019	3/22/2019	Not Started
Get training to enhance your skills.	Show Next Steps	Education/Training Plan	2/22/2019	3/22/2019	Not Started

Get training to enhance your skills.	Hide Next Steps	Education/Training Plan	2/22/2019	3/22/2019	Not Started
	Learn about credentials you can earn and how to get them. ⓘ		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)
	Compare training programs to find your best option. ⓘ		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)
	Compare pros and cons for the training programs. ⓘ		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)
	Make a plan to pay for training and to support yourself while you are in training. ⓘ		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)

MY CAREER PLAN: ACCOMPLISHMENTS

HI, LEANNET01



MY CAREER PLAN

Current Project: Global workNet

Career Plan

Skills, Interests & Experiences

Plan Goals and Steps

Accomplishments

Job Leads

Update Log

OVERVIEW

CUSTOMER GOALS/PLAN AGREEMENT

No Status update yet!

[Download Career Plan](#)

ACCOMPLISHMENTS

Earned Credentials: 0

Completed Goals: 0

Completed Services: 0

RESUME BUILDER

[Resume Builder](#)

[Guide](#)

Cover Letter Saved

Remember to update your resume as you gain more skills, experience, and credentials. Use the Resume Builder and Guide to get started.

COMPLETED GOALS LIST

No Completed Goals

EARNED CREDENTIALS LIST

No Earned Credentials

COMPLETED SERVICES LIST

No Completed Services

MY CAREER PLAN: **JOB LEADS**

HI, LEANNET01



MY CAREER PLAN

Current Project: Global workNet

Career Plan

Skills, Interests & Experiences

Plan Goals and Steps

Accomplishments

Job Leads

Update Log

OVERVIEW

CUSTOMER GOALS/PLAN AGREEMENT

No status update yet!

[Download Career Plan](#)

ARTICLES AND TIPS

[View All](#)

🔗 Use these resources to help you find job openings. 🔗



BOOKMARKED JOBS

You can bookmark jobs directly in the Illinois workNet job finder. ([Go to Job Finder](#))

MY DASHBOARD: OTHER HIGHLIGHTS

Employment 101

[Employment 101 Plans Guide](#)

- Pre-assessment - 92%
- Post-assessment - 96%
- Certificate of Completion

Your Guide To Prepare:

- A Career Plan
- A Job Search Plan

To

- Achieve Your Goals

My Bookmarks

- [Why Attendance and Self-Presentation Skills Matter](#)
- [Keep Your Business](#)
- [Joseph Business School, The](#)

1 2 3 4 5

[Add New](#) 3 of 13 See All

Resume Builder

[Resume Builder](#) [Guide](#)

- Cover Letter Saved
- Resume Saved
- Portfolio Saved
- Interview Practice Saved
- Assessments Saved
- Website Saved

Are your saved items not checked? [Next Steps](#)

Job Search

- [Data Entry Specialist](#)
- [Teacher Substitute - APPLY...](#)
- [Parking Enforcement Officer](#)

1 2

3 of 4 See All

My Bookmarked Jobs

Program Applications

EMPLOYMENT 101: STEP-BY-STEP APPROACH

...to develop a roadmap to reach career goals.



Career Readiness: Employment 101 Guide

1. Take Pre-Assessment	2. Complete Guide	3. Take Post-Assessment	4. Download Certificate
<p>You have taken the Pre-Assessment and received a score of 92% correct.</p> <p>Overview:</p> <ul style="list-style-type: none">• 25 multiple choice questions• Not a timed assessment• Take it only once• This assessment is graded but the grade is not counted against you <p>Topics Covered:</p> <ul style="list-style-type: none">• Career Exploration• Training Program Exploration• Workplace Skills• Job Search Skills• Goal Setting• Violence Prevention and Awareness	<p>Employment 101 Guide</p> <p>Overview:</p> <ul style="list-style-type: none">• Follow the steps to develop a Career Plan and Job Search Plan• Use the resources to create a resume and portfolio <p>Planning Tools:</p> <ul style="list-style-type: none">• Skill and Interest Results• Career and Training Research• Resume & Portfolio Builder• Job Search Organizer• Achieve Your Goals Notes• S.M.A.R.T. Plan	<p>Post-Assessment</p> <p>You have taken the Post-Assessment and received a score of 96% correct. You can take the Post-Assessment again and the higher score will be kept.</p> <p>Overview:</p> <ul style="list-style-type: none">• 25 multiple choice questions• Not a timed assessment• Unlimited number of attempts• Highest score is saved• Score 70% or higher to earn a Certificate of Completion <p>Topics Covered:</p> <ul style="list-style-type: none">• Career Exploration• Training Program Exploration• Workplace Skills• Job Search Skills• Goal Setting• Violence Prevention and Awareness	<p>Certificate of Completion</p>

EMPLOYMENT 101: PRE & POST ASSESSMENTS

STUDENTS:

ACCESS THROUGH THEIR ACCOUNT.

1. Take Pre-Assessment

You have taken the Pre-Assessment and received a score of 28% correct.

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Take it only once
- This assessment is graded but the grade is not counted against you

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

3. Take Post-Assessment

Post-Assessment

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Unlimited number of attempts
- Highest score is saved
- Score 70% or higher to earn a Certificate of Completion

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

INSTRUCTORS:

VIEW RESULTS IN THE CUSTOMER SUPPORT CENTER.

Groups Details Career Plan **Assessments** Optimal Resume

Assessments

View saved results or complete an assessment for the customer. Illinois workNet offers access as well as partner initiated assessments. [Learn more](#)

- SKILLS AND INTERESTS
- DISABILITY BENEFITS ESTIMATOR
- EMPLOYMENT 101
- NOCTI RESULTS
- OBSERVATIONAL EVALUATION
- WORKSITE EVALUATION

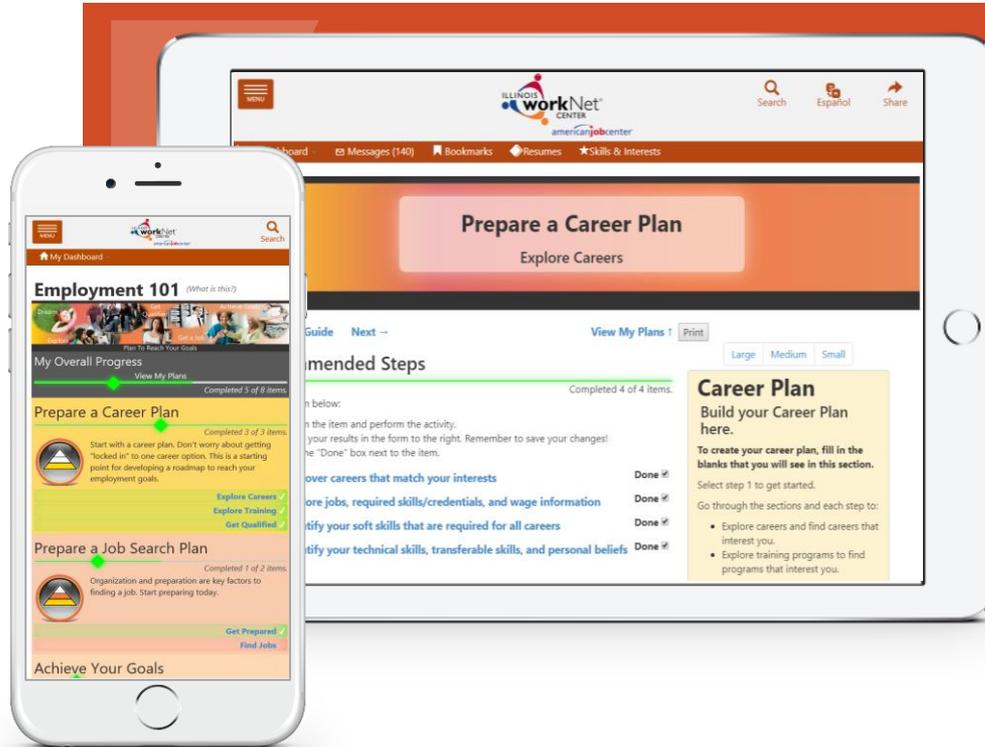
Assessments Not Available Through Illinois workNet

ENTER MORE ASSESSMENTS

Add Assessment Results

Assessment Name/Description	Edit/View Results	Assessment Date	Type
-----------------------------	-------------------	-----------------	------

EMPLOYMENT 101: THE GUIDE



INSTRUCTOR GUIDES AVAILABLE:

- Prepare a Career Plan
- Prepare a Job Search Plan

STEPS WITH INTEGRATED RESOURCES:

- Articles
- Searches
- Tools
- Videos
- Link to View Plans

SIDE BAR FOR:

- Career Planning
- Job Search Records
- Goals and Notes

EMPLOYMENT 101: INTEGRATED TOOLS

Skills and Interest Survey

STUDENTS COMPLETE CAREER CLUSTER INVENTORY.

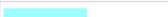
Career Cluster Inventory



Rate 80 activities as like very much, like, dislike, or not sure.
Results: Provides a graph indicating how your interests match up to each career cluster area.

Duration :  5-25 minutes

STUDENTS AND INSTRUCTORS CAN VIEW RESULTS

Career Clusters		Score
Arts, Audio/Visual Technology, and Communications		10
Transportation, Distribution, and Logistics		10
Finance		9
Government and Public Administration		9
Law, Public Safety, Corrections, and Security		9
Business Management and Administration		8
Hospitality and Tourism		8
Information Technology		8
Manufacturing		8
Science, Technology, Engineering, and Mathematics		8
Education and Training		7
Marketing		6
Architecture and Construction		5
Health Science		5
Human Services		5
Agriculture, Food, and Natural Resources		4

Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.

EMPLOYMENT 101: INTEGRATED TOOLS



Research Careers, Wages & Trends

Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.

Search Search

AGRICULTURE
FOOD & NATURAL
RESOURCES

Agriculture, Food, and Natural Resources

ARCHITECTURE
& CONSTRUCTION

Architecture and Construction

**ARTS, AUDIO/VISUAL
TECHNOLOGY, DESIGN &
COMMUNICATIONS**

Arts, Audio/Visual
Communi

**BUSINESS
MANAGEMENT &
ADMINISTRATION**

Business Management and Administration

**EDUCATION
& TRAINING**

Education and Training

FINANCE

Finan

STUDENTS

- Explore Options In Career Pathways**
- Learn About Wages, Job Opportunities, Working Conditions, Required Skills & More**
- Learn About Required License/Certification and Training Programs**

Administrative Assistants

Career Clusters > Business Management and Administration > Administrative Assistants >

Job Facts & Wages

Skills & Training

Find Jobs & Information

Occupation is in demand for the following regions: **Northern Stalene**

Administrative Assistants - At a Glance

Secretaries perform a variety of clerical and administrative duties needed to run an office.

Quick Facts: Secretaries	
Wages	Earn \$34,190 per year
Employment	Very large occupation
10 Year Growth	More slowly than average
Annual Openings	Very High

Preparation

A secretary typically needs to:

- have a high school diploma or equivalent
- complete short-term, on-the-job training

Working Conditions

In a typical work setting, secretaries:

EMPLOYMENT 101: INTEGRATED TOOLS

Research Training

WIOA APPROVED TRAINING PROGRAMS

Start Your Search

Search Type and Mode
Training Programs Search

Local Workforce Innovation Area
Select an LWIA... Keywords

Job Family and Related Occupations
Select a Job Family... Select a Job Family to view Occupations

City or Zip Code [Lookup](#) **Page Size**
City or Zip Code Within 10 Miles 25 Results per page

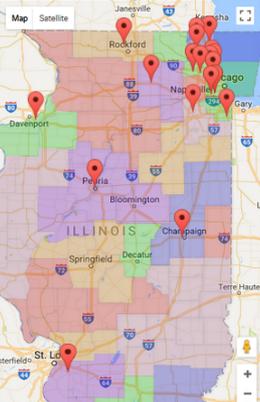
Training Program Type **Sort Order**
Select a Program Type... Alphabetical

Search Reset Export Select up to 3 results to compare Glossary

Found 4650 results

.NET Programming Cert 22CQ
College of Lake County
19351 W. Washington Street, Grayslake, IL 60030
[Map it](#)
Cost: **\$3,560.00**
Time: **32 weeks / 300 hours**
Goal: **Industry Recognized Certification**
Training Program Type: **Vocational**
No performance data available.

04 Certification with Preschool Special Education Approval
Northern Illinois University
DeKalb Main Campus, Normal Rd., DeKalb, IL 60115
[Map it](#)
Cost: **\$6,848.00**
Time: **32 weeks / 192 hours**
Goal: **Other**
Training Program Type: **Vocational**
No performance data available.



PUBLIC & PRIVATE TRAINING PROGRAMS*

Search for Programs Below

Search Type
Public & Private Programs

City/ZIP **Radius**
City or ZIP Code X 10 Miles

County
Select County

Keyword
Program or School Keyword

Job Family
Select a Job Family...

Search Clear Export

Mode
Search

Local Workforce Innovation Area
Select LWIA

Economic Development Region
Select Region

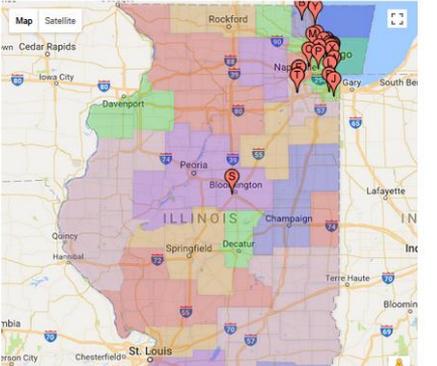
Page Size
25 Results per page

Select a Job Family to view Occupations

Records 1 to 25 of 11237 Results

.Net & Gaming Development Fundamentals Course
Joseph Business School, The
7600 West Roosevelt Road Forest Park, IL 60130
[Map it](#)
Type of School: **Business**
Provider Type: **Private**
Degrees Offered: **Certificate of completion**

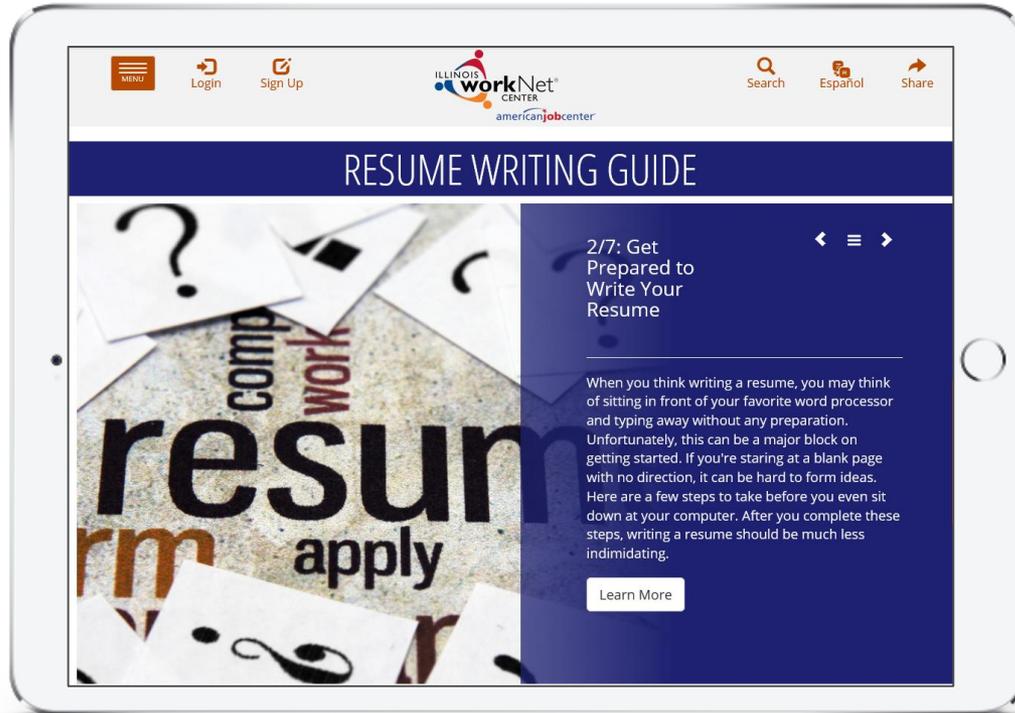
.NET Programming
College of Lake County
Institutional Effectiveness, Planning, and Research, 19351 West Washington Street B200 Grayslake, IL 60030
[Map it](#)
Type of School: **2-year college**
Provider Type: **Public**
Degrees Offered: **Certificate, Associate**



*Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.

EMPLOYMENT 101: INTEGRATED TOOLS

Guides



Job Skills Guides

Digital Literacy Guides

Resume Writing Guide

Social Media Guides

EMPLOYMENT 101: INTEGRATED TOOLS

Find Jobs

The screenshot shows the 'Resume Builder' section of the Illinois WorkNet website. The header includes the 'ILLINOIS WORKNET' logo and navigation links. Below the header, there are three main categories: RESUMES, LETTERS, and PORTFOLIOS. Each category has a 'Create New' button and a 'Manage Your' button. Under 'RESUMES', there are three resume templates listed: 'August 2nd 2016', 'Lacey Resume', and 'LP Resume'. Under 'LETTERS', there is one letter template: 'Bookkeeper March 14'. Under 'PORTFOLIOS', there are no portfolios listed. Below these categories, there are three more sections: ASSESSMENTS, INTERVIEWS, and VIDEO RESUMES, each with a 'Create New' button and a 'Manage Your' button. The 'ASSESSMENTS' section shows 'No Assessments', 'INTERVIEWS' shows 'No Interviews', and 'VIDEO RESUMES' shows 'No Video Resumes'.

Resume Builder

The screenshot shows the 'Illinois workNet JobFinder' interface. The header includes the 'ILLINOIS workNet CENTER' logo and navigation links. Below the header, there is a 'Start Your Search' button. A paragraph of text explains that a successful job search begins with a good strategy. Below this, there are search filters for 'Keywords', 'Search Radius', and 'Location'. The 'Keywords' field contains 'Find using job title, keywords, or company name'. The 'Search Radius' is set to 'Only within miles of' and the 'Location' is 'City or State or Zip'. There are 'Advanced Search Options', 'Search', and 'Clear' buttons. Below the search filters, there are navigation buttons for 'Previous' and 'Next', and a page indicator 'Job 1 - 10 of 1010 Viewing page 1 of 101'. The main content area displays three job listings: 'Customer Service' (Town and Country Services - Tonica, IL), 'Residential Service Plumber' (Town and Country Services - Tonica, IL), and 'Volunteer Coordinator' (College of Lake County - Illinois). A map of Illinois is shown on the right side of the page.

JobFinder

The screenshot shows the 'Illinois JobLink' interface. The header includes the 'ILLINOIS workNet CENTER' logo and navigation links. Below the header, there is a 'How Can Illinois JobLink Help You?' section. A video player is shown with the title 'Introduction to Illinois J...'. Below the video, there is a date 'March 12, 2018'. A paragraph of text explains that JobLink is an online database of job postings. Below this, there are three sections: 'Individuals', 'Employers', and 'Veterans'. Each section provides information about how JobLink can help that user group.

Illinois JobLink

EMPLOYMENT 101: CERTIFICATE OF COMPLETION

Certificate of Completion

Illinois workNet® hereby acknowledges that

Natasha r Telger (PA)

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

7/17/2015

Participant learned about the skills and qualities that effective employees possess including the following topics:

Communication
Maintaining Professionalism
Solving Problems and Critical Thinking
Maintaining a Safe and Healthy Work Environment

Demonstrating Work Ethics and Behavior
Maintaining Interpersonal Relationships
Working as a Member of a Team

Activities cover the following topics:

Career and Training Program Exploration
Finding Training Programs to Qualify for Careers
Setting Goals

Applying for Jobs
Interviewing
Networking

EMPLOYMENT 101: SUPPORTING RESOURCES

- Guide for Using Employment 101 Customer Guide (PDF)
- Employment 101 Overview for Customers (PDF)
- Employment 101 - Career Plan Instructor Guide (PPT)
- Employment 101 - Job Search Plan Instructor Guide (PPT)

<https://www.illinoisworknet.com/partners/Pages/Assessments.aspx>

ILLINOIS workNet CENTER
ameriJobCenter

Purpose: Employment 101 is a guided approach that includes help you reach your training and employment goals. The purpose is to help you gain the knowledge, but it is not required. The purpose of the Employment 101 is to help you learn during the guided process and to unlock your certificate.

Topics Covered:

- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal-Setting
- Violence Prevention and Awareness

Available Assessments:

- **Pre-Assessment**
 - What to Expect: Complete 25 multiple choice questions in a 15-20 min assessment.
 - Results: This assessment is graded, but the results are not used for anything.
- **Post-Assessment**
 - What to Expect: Complete 25 multiple choice questions in a 15-20 min assessment.
 - Results: This assessment is graded. Once completed, this certificate can be added to your resume.

Certificate:

- **Career Development Certificate**
 - Add it to a portfolio.
 - List it on a resume.

Steps:

1. Log into your Illinois workNet account and go to your profile page.
2. You can review saved results by going back to Employment 101.

Guide for Using Employment 101 Pre/Post-Assessments

Employment 101

Plan to reach your employment goals.

Inside Employment 101

- A pre-assessment to check your current knowledge (but it isn't required)
- A guided approach, resources, and planning tools
 - Career and Training Research
 - Job Search Organizer
 - Achieve Your Goals Notes
 - S.M.A.R.T. Plan
- A post-assessment to check what you have learned and to unlock your Illinois workNet Certificate of Completion
- An Illinois workNet Certificate of Completion to add to your resume and portfolio

Use A Guided Approach

Follow simple steps that:

- Provide guidance through the process.
- Present resources only related to that step.
- Show related planning tool sections.

This means that you:

- Are not overwhelmed with too much information at one time.
- Know exactly which field to complete in the planning tools.
- Can access all the information you need in one place.

Get Started

1. Go to www.illinoisworknet.com/employment101.
2. Log into your Illinois workNet account or sign up.
3. Select "My Dashboard"
4. Select the link to your Employment 101 Guide.

The Process

1. Take the pre-assessment.
2. Complete the Employment Guide.
3. Take the post-assessment.
4. Download the Certificate of Completion and add it to your resume and portfolio.

When You Return

5. Update your plans as they evolve.
6. Use the tools to organize your job search.
7. Track your job search progress.

www.illinoisworknet.com/employment101

Career & Training Research

S.M.A.R.T. Plan

Employment 101 Instructor Guide
Preparing a Career Plan

This workNet product was funded by a grant awarded by the U.S. Department of Labor, Office of the Assistant Secretary for Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantee, warranty, or assurance of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it, intended use by an organization and/or personal use by an individual for non-commercial purposes is permitted. All other uses require the prior authorization of the copyright owner.

Jobs Job Search Organizer

S.M.A.R.T. Plan

Employment 101 Instructor Guide
Preparing a Job Search Plan

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The Illinois workNet Center System, an AmeriJobCenter, is an equal opportunity employment program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment by calling 771.800.530-0844 or 771.4021814.

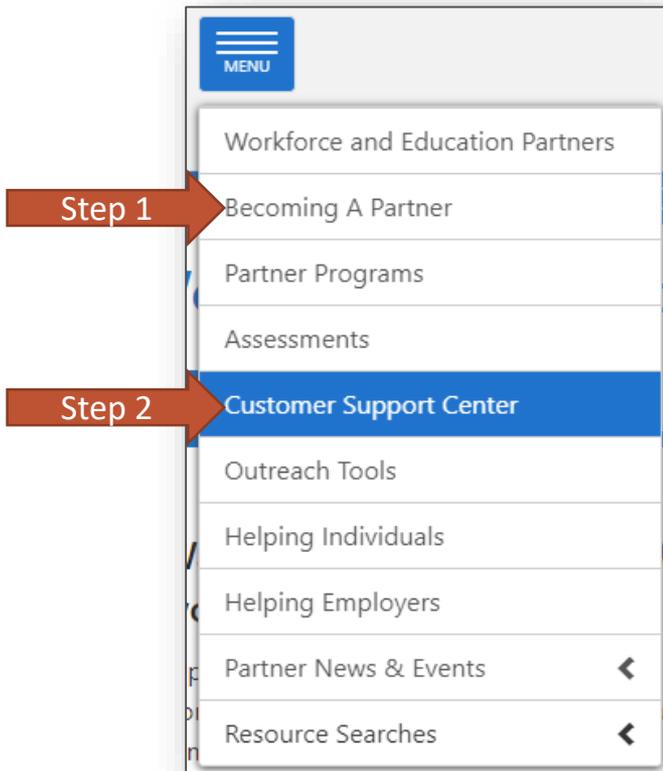


GUIDANCE & PERSONALIZED TOOLS FOR PARTNERS



PARTNER TOOLS:

www.illinoisworknet.com/partners



CUSTOMER SUPPORT CENTER: GETTING STARTED

Partners need to have an Illinois workNet [partner](#) account.



STEP ONE

Go to
www.illinoisworknet.com
and log into your Illinois
workNet account.



STEP TWO

Go to My Dashboard.



Customer Support
Center

STEP THREE

Invite students to join your
Customer Support Center group.
When they accept the invitation,
they are immediately added to
your group.

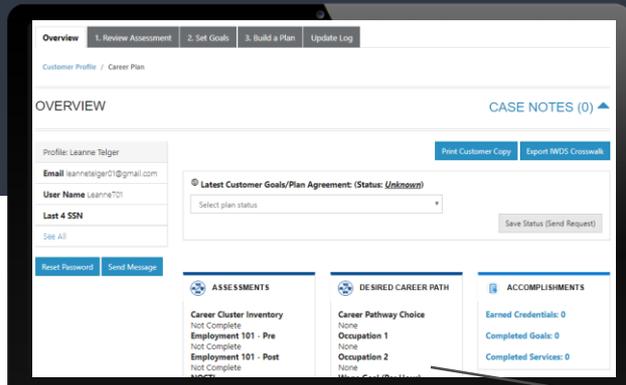
<https://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx>

CUSTOMER SUPPORT CENTER: PARTNER TOOLS

Access Career Plan Builder

CAREER PLAN TAB

- Career Plan will be prepopulated with basic goals and steps.
- Customize goals and steps based on the student's assessment results.
- Use the Career Plan as a communication tool.
- View students' items saved in Illinois workNet .



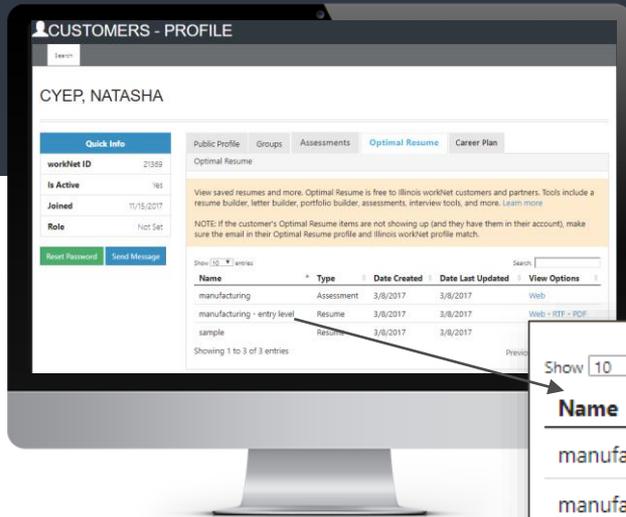
Goal	Related Steps	Category	Earliest Start Date	Latest Due Date	Status
Get a job or work experience.	Show Next Steps	Career Plan	2/22/2019	3/22/2019	Not Started
Get training to enhance your skills.	Hide Next Steps	Education/Training Plan	2/22/2019	3/22/2019	Not Started
	Learn about credentials you can earn and how to get them.		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)
	Compare training programs to find your best option.		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)
	Compare pros and cons for the training programs.		2/22/2019	3/22/2019	Planned/Not Started

CUSTOMER SUPPORT CENTER: PARTNER TOOLS

View Student Employment 101 Results

OPTIMAL RESUME TAB

- View students' saved resumes, cover letters, interview practice, assessments, and webpages.



Name	Type	Date Created	Date Last Updated	View Options
manufacturing	Assessment	3/8/2017	3/8/2017	Web
manufacturing - entry level	Resume	3/8/2017	3/8/2017	Web - RTF - PDF
sample	Resume	3/8/2017	3/8/2017	Web - RTF - PDF

Showing 1 to 3 of 3 entries

Previous 1 Next

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 **HOME:** <https://www.illinoisworknet.com/>

 **EMAIL:** info@illinoisworknet.com

 **MORE INFO:** <https://www.illinoisworknet.com/ExploreCareers>



FACEBOOK



TWITTER



YOUTUBE



LINKEDIN



LINKEDIN GROUP



PINTEREST

