Contents

Overview

Purpose:

The Illinois workNet Resume Builder is a tool that case workers and/or career navigators can use with their customers to:

- Create professional-looking resumes, cover letters, and other correspondence.
- Identify potential career paths through skill and interest assessment tools.
- Create portfolios and websites to illustrates one's past projects, work, and educational experience.
- Practice interview skills in real-time and record videos to create video resumes.

Who Enters/Maintains Data

All Illinois workNet partners can access the Illinois workNet Resume Builder through the Customer Support Center. It is available in special programs, IWDS groups, and partner person groups. If a person group is used, partners must invite customers to join the group.

- Partner Role- Staff can view/edit Career Plans for customers in their region/office.
- Customers- Customers can access their information from their career plan located in My Dashboard.

Access Customer Progress Page

1. Log into www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Partner Tools.
4. Select Customer Support Center.
5. Select Groups in the top menu.
6. Select your personal group.
7. Select the customer's name to access their information.
8. Select the Optimal Resume tab.

Access My Dashboard Page

To access the entire Illinois workNet Resume Builder suite to create resumes, letters, websites and other projects, follow the steps below:

1. Log into www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Optimal.

How is the Illinois workNet Resume Builder organized?

The Main Illinois workNet Resume Builder Navigation

| Private Profile | Groups | Details | Assessments | Optimal Resume | Career Plan |

Optimal Resume

View saved resumes and more. Optimal Resume is free to Illinois workNet customers and partners. Tools include a resume builder, letter builder, portfolio builder, assessments, interview tools, and more. Learn more

NOTE: If the customer's Optimal Resume items are not showing up (and they have them in their account), make sure the email in their Optimal Resume profile and Illinois workNet profile match.

Overview provides a list of customers' saved resumes, assessments, cover letters and more. Partners only have the option to view customers' saved documents in Optimal Resumes.

1. View Options provides printing options in Web, RTF, and PDF.

Illinois workNet Resume Builder Sections

Overview

Resumes and Letters allows career planners/partners and students to browse professionally certified resume and cover letter samples from O*Net by job family and experience level.

Portfolio allows students to create structured portfolios highlighting their projects, coursework, theses, resume, cover letters, etc. for college admission and professional matters.

Assessments – this section offers students the option to take a skills inventory assessment or accomplishment/proficiency worksheet to identify their skills, knowledge, and abilities to specific occupations.

Interview – provides interviewing and coaching skills to prepare customers for job or admission interviews.

Video Resumes – provides customers with the tools for creating, rehearsing, recording, and publishing multimedia items such as video resumes, introductions, and pitches.

Websites – allows customers to create professional websites with dedicated pages for resumes, letters, portfolios, video resumes, and more.

Document Center- Review and edit all saved documents within your Illinois workNet Resume Builder account.
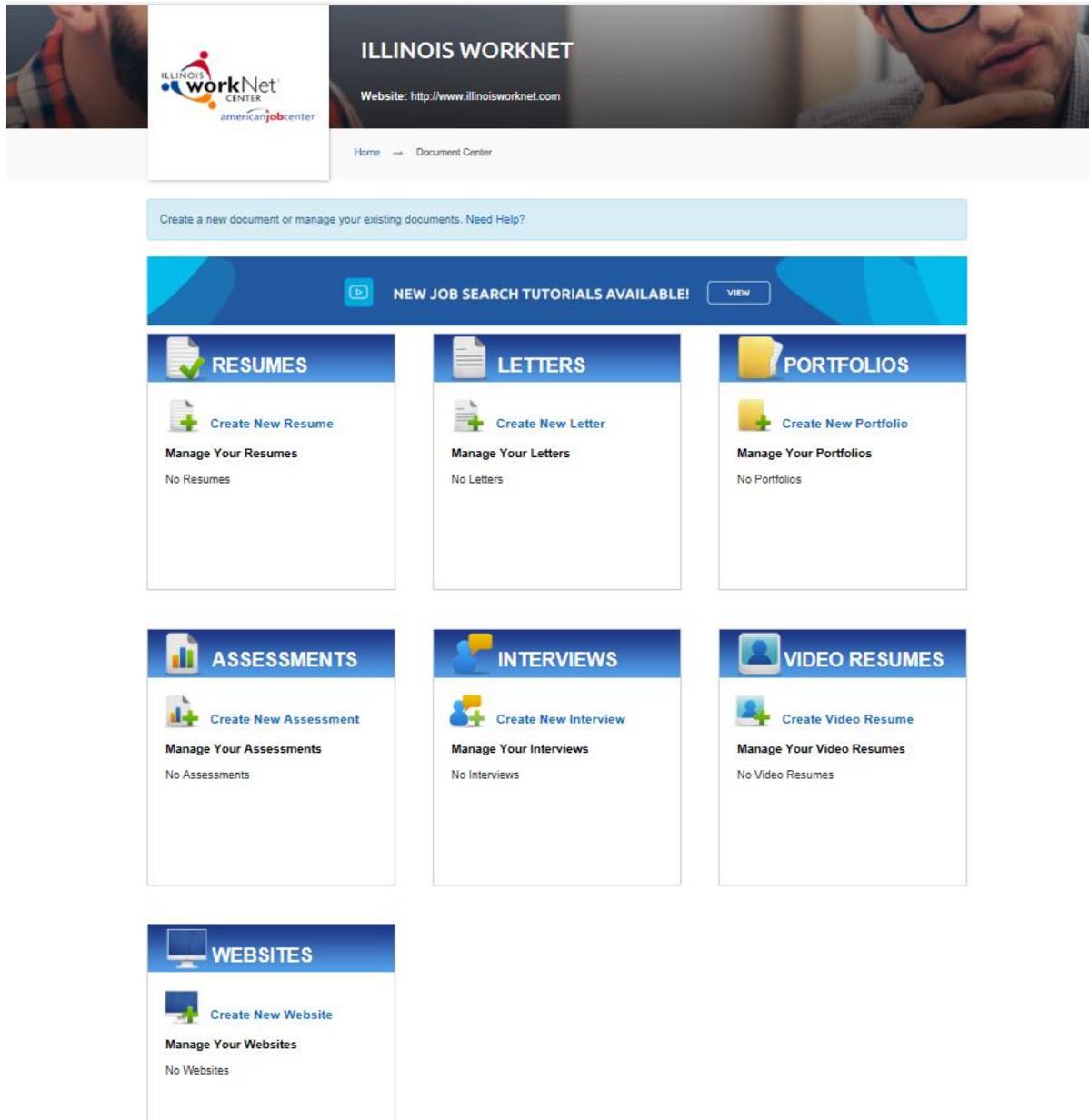
Resume Builder

When looking for employment or other professional opportunities, it is important for your customers to create a resume. The Resume tool provides customers the opportunity to provide a summary of their skills, abilities and accomplishments.

1. Select Create New Resume.
2. Enter a name for the resume that is 30 characters or less.
3. Select Upload Resume. If a customer has a resume already saved, upload it here. Please note you can not edit an updated resume.
4. Select Start Resume to begin or Cancel to end your session.
5. Select Getting Started to watch a video for an overview of the Resume Builder.
6. Select Browse for Samples, Section Sets, and Start From Scratch to build a resume with or without templates.
   - Select Browse Samples to choose a sample resume from a specific category highlighting the industry and experience level of your choice.
   - Select Section Sets to choose the Resume Categories, Resume Type, and Resume Sections you would like to include in your resume.
   - Select Start From Scratch to build your customized resume of the sections you would like to include.

Browse the samples below and chose one to edit with your information.
Click here for help.

🔍 **Browse Samples**	📋 **Browse Section Sets**	📝 **Start From Scratch**
Select a sample and edit it with your information	Select a set of sections and build your resume	Start adding sections and create your resume from scratch

⊕ BROWSE RESUME SAMPLES

▶ Categories

✔ **All Samples**

Architecture and Engineering (29)

Arts, Design, Entertainment, Sports, and Media (19)

Building and Grounds Clearing and Maintenance (6)

Business and Financial Operations (27)

Community and Social Service (16)

Computer and Mathematical (20)

Construction and Extraction (28)

Education, Training, and Library (25)

▶ Experience Levels

Please select a category

539 Samples

Accountants - EC	Accountants - EX	Accountants - EX 2
⊕ Select	⊕ Select	⊕ Select

🔍 **Browse Samples**	📋 **Browse Section Sets**	📝 **Start From Scratch**
Select a sample and edit it with your information	Select a set of sections and build your resume	Start adding sections and create your resume from scratch

⊕ BROWSE SECTION SETS

ℹ Your resume should be organized into logical sections. On this screen you may browse different section sets and select one set for this resume.
You can edit these sections later.

▶ Resume Categories

✔ **Non-Exempt/Entry**

Experienced Professionals

Managers/Supervisors

Executives

▶ Resume Types

✔ **Accounting/Finance**

Administrative/Clerical

Chronological

Communications

Consulting

Curriculum Vitae

Engineering

Entry-Level

Functional

General

Graduate with Experience

Human Resources

▶ Resume Sections

➡ CAREER OBJECTIVE

➡ PROFESSIONAL EXPERIENCE

➡ EDUCATION

➡ RELATED TRAINING

➡ ASSOCIATIONS/MEMBERSHIPS

➡ CERTIFICATIONS

CONTINUE
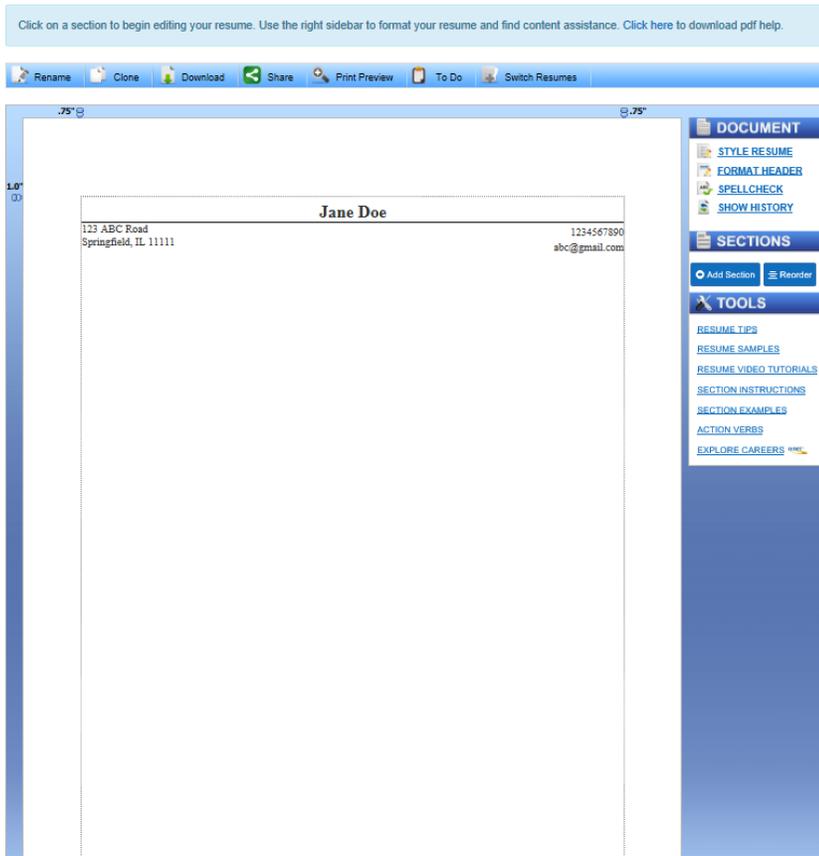
Letter

Start writing professional cover letters, thank you letters, and other correspondence.

- Select Create New Letter.
- Enter a name for the letter that is 30 characters or less.
- Select Upload Letter. If a customer has a resume already saved, upload it here. Please note you can not edit an updated letter.
- Select Start Letter to begin or Cancel to end your session.
- Select Getting Started to watch a video for an overview of the Resume Builder.
- Select Browse for Samples, Letters, and Start From Scratch to create letters using templates or from the beginning.
  - Select Browse Samples to choose a sample letter from a specific category highlighting the industry and experience level of your choice.
  - Select Letter Types to choose the Letter Types and read the Description to receive an overview of the letter chosen.
  - Select Start From Scratch to build your customized letter of the sections you would like to include.

Browse the samples below and chose one to edit with your information.
Click here for help.

Browse Samples
Select a sample and edit it with your information

Browse Letter Types
View descriptions of different letter types with paragraph examples

Start From Scratch
Start adding sections and create your letter from scratch

BROWSE LETTER SAMPLES

Categories

✔ All Samples
Broadcast / Inquiry (8)
Cover Notes (9)
Follow-Up (4)
Job Fair (2)
Job Posting (6)
Job Posting - Cover Letter (6)
Networking (4)
Reference (4)
Referral (4)
Thank-You (4)

Experience Levels

Please select a category

Select an option below to get started building your letter. Click here for help.

Browse Samples
Select a sample and edit it with your information

Browse Letter Types
View descriptions of different letter types with paragraph examples

Start From Scratch
Start adding sections and create your letter from scratch

BROWSE LETTER TYPES

Letter Types

✔ Broadcast Letter
Employer Inquiry
Specific Job Response
Networking
Reminder
Thank You
Follow-up
Acceptance
References

Description

A broadcast letter usually does not address a specific individual about a specific position. It is focused on uncovering opportunities. An effective broadcast letter paints a picture of someone with a strong, marketable skill set who will make a valuable employee. It does not need to repeat content in the resume, but should highlight key experiences and qualifications that may be attractive to a prospective employer.

SELECT

51 Samples

Broadcast - EL 1

Broadcast - EL 2

Broadcast -

Select

Select

Select

Rename   Clone   Download   Share   Print Preview   To Do   Switch Letters

DOCUMENT
STYLE LETTER
FORMAT HEADER
SPELLCHECK
SHOW HISTORY

SECTIONS
Add Content

TOOLS
LETTER TIPS
LETTER SAMPLES
LETTER VIDEO TUTORIAL
PARAGRAPH EXAMPLES
ACTION VERBS
EXPLORE CAREERS

Jane Doe
123 ABC Road
Springfield, IL 11111

November 21, 2018

[Title] [First Name] [Last Name]
[Job Title]
[Organization or Company Name]
[Address Line 1]
[Address Line 2]
[City][State] [Postal Code]
[Country]

[Greeting]

Sincerely,

Jane Doe

Assessments

Encourage your customer to identify their strengths and skill sets with assessments

- Select Create New Assessment
- Enter a name for the assessment that is 30 characters or less.
- Select Assessment Type to begin or Cancel to end your session.
  - Skills Inventory: Identify and describe your marketable skills and abilities
  - Accomplishment Sheet: Identify and discuss relevant accomplishments for specific occupations
  - Proficiency List: Identify and discuss occupation-specific skills
- Select Getting Started to watch a video for an overview of the Assessment Builder.
- Select Begin Assessment to start.

Portfolio

Showcase your talents, most relevant skills, and professional growth through portfolio.

- Select Create New Portfolio
- Enter a name for the portfolio that is 30 characters or less
- Select Start Portfolio to begin or Cancel to end your session.
- Select Browse for Templates or Start from Scratch to create a portfolio and select Continue.
  - Select Browse Template to choose a sample Portfolio from a specific category highlighting the type of professional template needed.
    - Select the template and select Use This Template.

- o Select Start From Scratch to build your customized portfolio of the sections you would like to include.

Interview

Practice your interviewing skills to master behavioral questions to gain employment and other professional opportunities.

- Select Create New Interview
- Enter a name for the interview that is 30 characters or less
- Select Interview Type to choose topics from behavioral interviews
- Select Final Interview to choose question
- Select the Format Type.
  - o Video
  - o Audio
  - o Text
  - o Just Listen
  - o Skills Inventory: Identify and describe your marketable skills and abilities
  - o Accomplishment Sheet: Identify and discuss relevant accomplishments for specific occupations
  - o Proficiency List: Identify and discuss occupation-specific skills
- Select Getting Started to watch a video for an overview of the Assessment Builder.
- Select Begin Assessment to start.

Video Resume

Practice your interviewing skills to master behavioral questions to gain employment and other professional opportunities.

- Select Create Video Resume
- Enter a name for the video resume that is 30 characters or less.
- Select Start Video Resume to begin or Cancel
- Select With Teleprompter to create a script that you can read while recording or Without Teleprompter to begin recording your video without a script.
  - o Select Continue.
- Enter a name for script that is 30 characters.
  - o Select Continue
- Select Script Types
  - o Broadcast
  - o Industry
  - o Employer
  - o Job/Internship
  - o Graduate School
  - o Scholarships
    - ▪ Read the Descriptions for each Script Type and Select.
- Create New Script
  - o Write Introduction
  - o Write Objective

- o   Write Qualification
- o   Write Closing
  - ▪   Select Save or Cancel.
- Select Continue Video Resume or Cancel.
- Select Adjust Camera & Microphone.
- Select Start Recording.
  - o   Read the Teleprompter
  - o   Select the Sections to Record, Play, Redo, and Save under Candidate.
    - ▪   Introduction
    - ▪   Objective
    - ▪   Qualifications
    - ▪   Closing
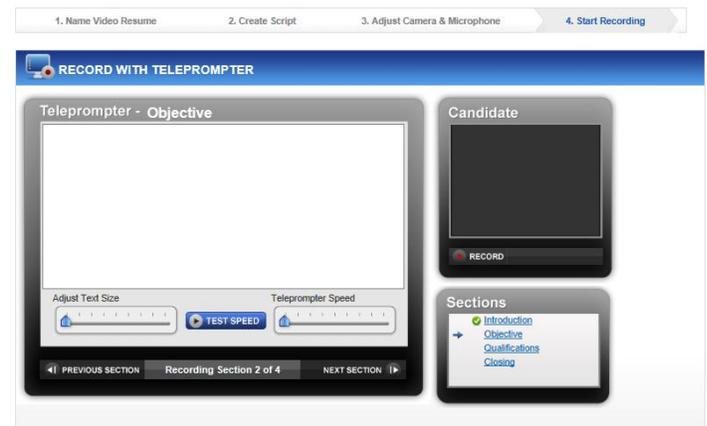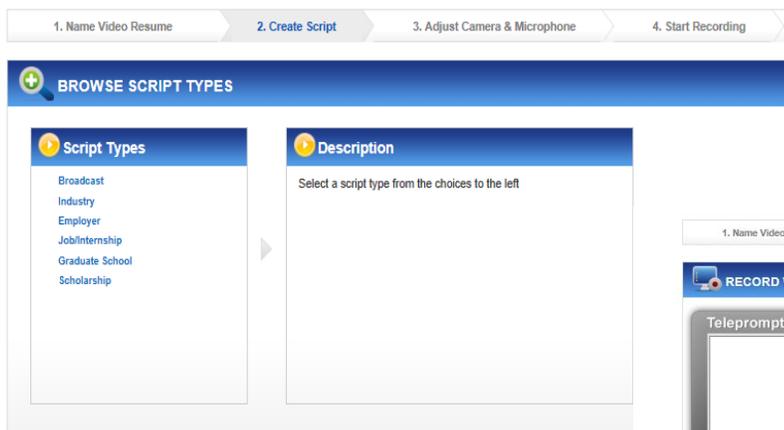
Websites

Build your professional brand by highlighting your accomplishments and projects on your personal website.

- Select Create New Website.
- Enter a name for the website that is 30 characters.
- Select Start Website to begin or Cancel to end your session.
- Select Content to add pages to your website.
  - o   Resumes
  - o   Letters
  - o   Portfolios
  - o   Skills
  - o   Video Resumes
- Select Enable and the Order to determine the pages to add to your website.

- o Click on the saved documents.
- Select Save & Continue or Cancel.
- Select Website Template to choose website design.
- Select Save & Continue or Cancel.
- Under the Website Sidebar select Enable Sidebar to link your social media profiles like Facebook, LinkedIn, Twitter, Pinterest, etc.
- Select Save or Cancel.

Document Center

Create a new document or manage existing documents.

- Select Document Center.
- Create or Delete documents within your personal dashboard.