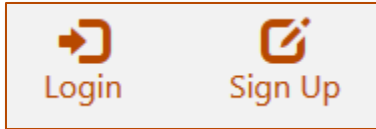


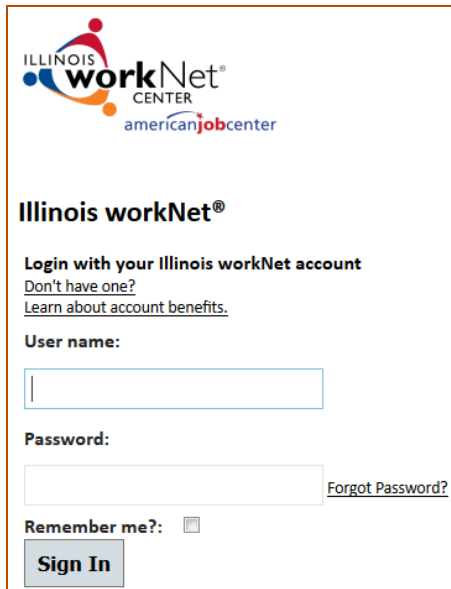
This quick start guide will walk you through the steps to get started with the Illinois workNet Resume Builder.

Visit the [Prepare Your Resume page](#) on Illinois workNet to learn what a resume is and how to use it.

1. Go to www.illinoisworknet.com and click "Login" in the header.

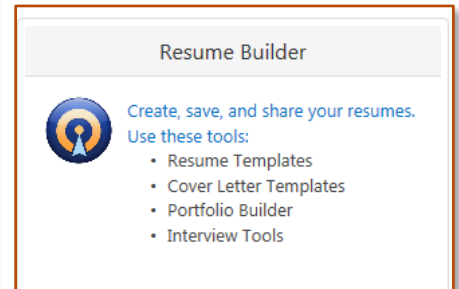
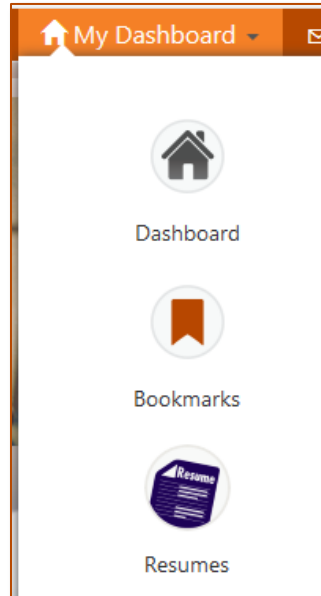


2. Login with your username and password. Using the My Dashboard menu select "Resumes" or click on My Dashboard and then select the "Resume Builder" option.
3. The first time you use the Resume Builder, complete your profile; make sure your full name and complete contact information is correct so employers may email or call you.

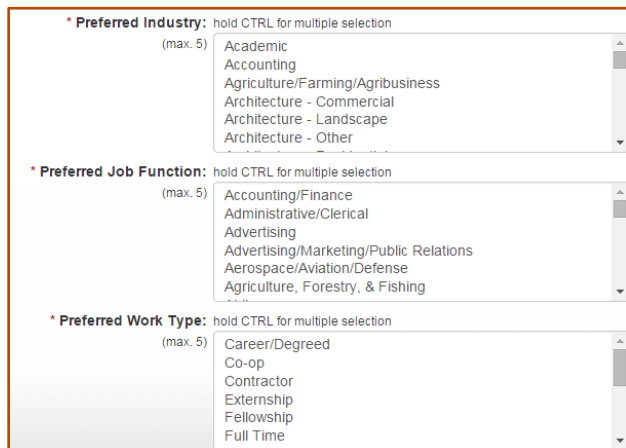


Illinois workNet®
 Login with your Illinois workNet account
 Don't have one? [Learn about account benefits.](#)
 User name:

 Password:
 [Forgot Password?](#)
 Remember me?:



4. Identify your career preferences, accept the Terms & Conditions, save and continue.



* Preferred Industry: hold CTRL for multiple selection (max. 5)

- Academic
- Accounting
- Agriculture/Farming/Agribusiness
- Architecture - Commercial
- Architecture - Landscape
- Architecture - Other

* Preferred Job Function: hold CTRL for multiple selection (max. 5)

- Accounting/Finance
- Administrative/Clerical
- Advertising
- Advertising/Marketing/Public Relations
- Aerospace/Aviation/Defense
- Agriculture, Forestry, & Fishing

* Preferred Work Type: hold CTRL for multiple selection (max. 5)

- Career/Degreed
- Co-op
- Contractor
- Externship
- Fellowship
- Full Time

This information will help you fill in the rest of your resume, so take your time and select your best choices.

5. Accept the Terms & Conditions once your profile and career preferences are complete.

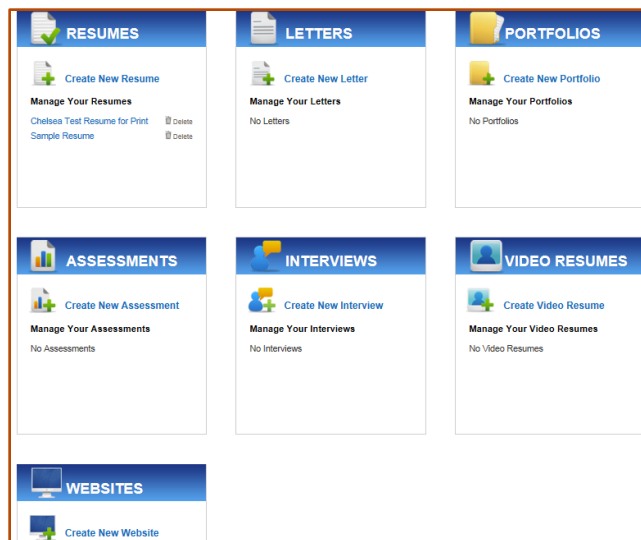
Terms & Conditions

I am eighteen years of age or older, and have read and agree with all [Terms & Conditions](#).

I am at least thirteen years of age, but not yet 18 years of age, and have consent from a parent or guardian to use the OptimalResume Services. Both I and my parent or guardian have read and agree with all [Terms & Conditions](#).

6. Now you can select to:
 - a. Create or Manage Your Resumes.
 - b. Create or Manage Your Cover Letters.
 - c. Create or Manage Your Portfolios.
 - d. Create or Manage Your Assessments.
 - e. Create or Manage Your Interviews.
 - f. Create or Manage Your Video Resumes.
 - g. Create or Manage Your Resume Websites.

Make sure to browse Sample Resumes as well!



Go to the Qualify for Jobs and select [Marketing Your Skills](#) for more information to help you create your resume.

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