

# Illinois workNet Resume Builder Quick Start Guide

<http://www.illinoisworknet.com/Resume>



1. Go to the Qualify for Jobs menu and select the Prepare your Resume page. Select "Log in with your Illinois workNet account."
2. Log in with your username and password.
3. The first time you use it, complete your profile, accept the terms, save and continue. Make sure your full name and complete contact information is correct so employers may email or

Many employers use email now, so be sure to actively check your email account.

call you.

**1**

**Tools**

Log into the Resume Builder with your Illinois workNet account.

Resume Builder Quick Start Guide (PDF)

Resume Builder Tools (PDF)

**2**

ILLINOIS workNet CENTER

**Illinois workNet®**

Login with your Illinois workNet account

Don't have one?

User name

Password

Internal Users

Remember me?

Login

4. Identify your career preferences, save and continue.

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

5. 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.

Click the Need Help link at the top of the page where you can download PDF guides to help you create and manage all of your resume tools.

**3**

Update Your User Profile

**IMPORTANT:** Please be sure to scroll down, agree to the "Terms and Conditions" and click "Save and Continue" button or your jobs will not be saved.

Contact/Log in Information

Career Preferences

**4**

**Career Preferences**

\* Preferred Industry:  IT,  Technology - Information Systems,  Technology - Information Management,  Technology - Software,  Telecommunications

\* Preferred Job Function:  IT,  Information Design,  Information Development,  User

\* Preferred Work Type:  IT,  Career,  Contract,  Full Time,  Temporary

**5**

Required Field

Full Name \*

Email \*

Address 1 \*

Address 2 \*

City \*

State/Province \*

Zip/Postal Code \*

Country \*

Phone \*

**Career Preferences**

Preferred Industry \*

Preferred Job Function \*

Preferred Work Type \*

**Terms & Conditions**

1. Your information. You represent that the information provided by you in the online registration form is accurate, complete and current, and you agree to update that information promptly if there is any change. You represent that you are at least eighteen (18) years old and have the authority to execute this Agreement on your behalf. The information that you provide in the online registration form is collectively referred to as "your information." You acknowledge that to maintain your information in CentralResume, you subscribe to CentralResume to use your information for the purpose of...

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I have read and agree with all Terms & Conditions

**5**

Looking for a job? Make your resume searchable

3 easy steps. Play Video

**RESUMES**

Create New Resume

Manage Your Resumes

No Resumes

**LETTERS**

Create New Letter

Manage Your Letters

No Letters

**PORTFOLIOS**

Create New Portfolio

Manage Your Portfolios

No Portfolios

**ASSESSMENTS**

Create New Assessment

Manage Your Assessments

No Assessments

**INTERVIEWS**

Create New Interview

Manage Your Interviews

No Interviews

**VIDEO RESUMES**

Create Video Resume

Manage Your Video Resumes

No Video Resumes

**WEBSITES**

Create New Website

**HELP** Help

Modules Help Troubleshooter

Frequently Asked Questions

Comprehensive Help Files

System Requirements

Resume

Letter

Portfolio

Skills Assessment

Interview

Video Resume

Website

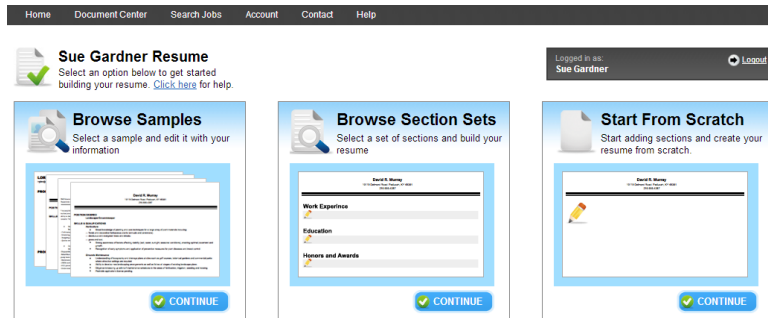
Online Recruiting User Guide

# Illinois workNet Resume Builder Quick Start Guide

<http://www.illinoisworknet.com/Resume>



Be sure to browse the resume samples.



Go to the Qualify for Jobs and select Marketing Your Skills for more information to help your create your resume.

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