

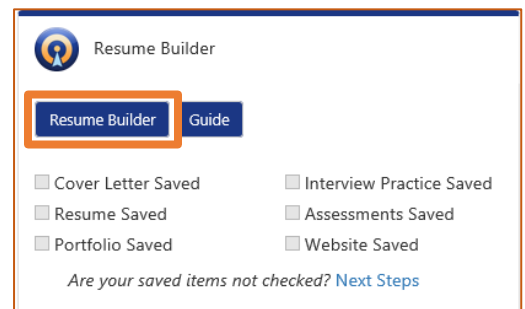
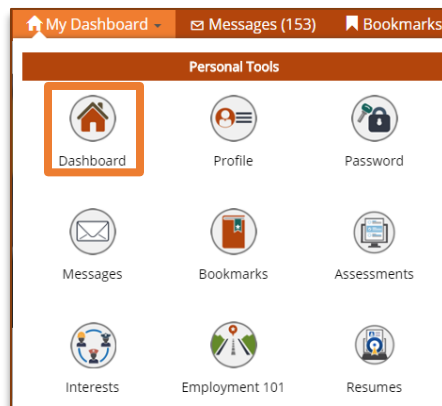
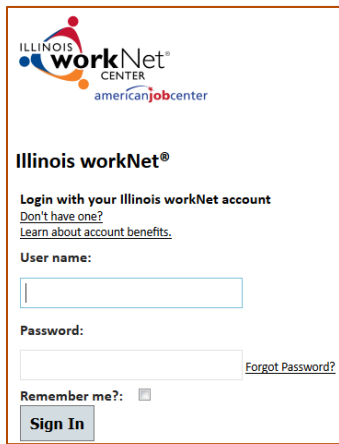
This quick start guide will walk you through the steps to get started with the Illinois workNet Resume Builder.

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

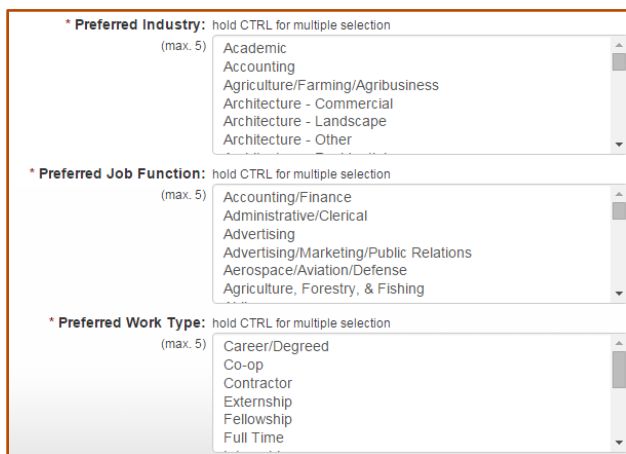
1. Go to www.illinoisworknet.com and click "Login" in the header.



2. Login with your username and password. Using the My Dashboard toolbar, select "Resumes" **or** on the My Dashboard dropdown, click on "Dashboard" and then select the "Resume Builder" option. As you begin completing items in the resume builder your dashboard will update to identify which items you have completed.



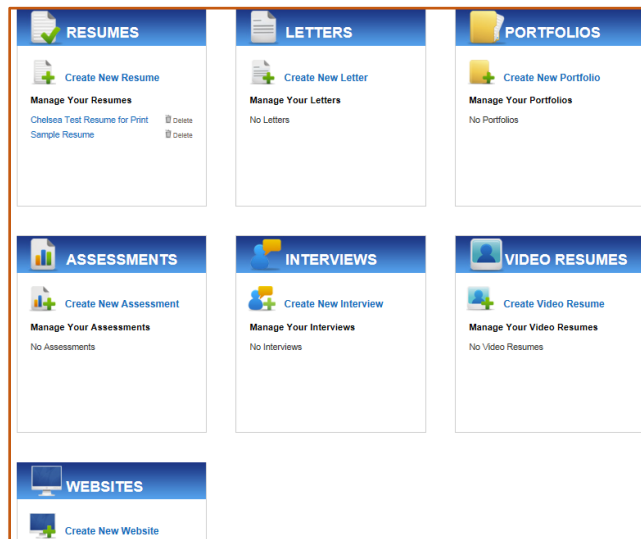
3. The first time you use the Resume Builder, you will accept the Terms of Use and complete your profile; make sure both your full name and contact information are correct so employers have access to email or call you.
4. Identify your career preferences, accept the Terms & Conditions, save, and continue.



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.

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.

Scan the QR Code below to get started on your resume:



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