Building Your Optimal Impression

Letter and Portfolio Builder Tool

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May 2017

What we will cover

- Access your Account
- Document Center
  - Skills Assessment
  - Resume
  - Letters
  - Portfolios
  - Video Resumes
  - Websites
  - Interviews

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www.illinoisworknet.com/resume

Log-In to Access Resume Builder
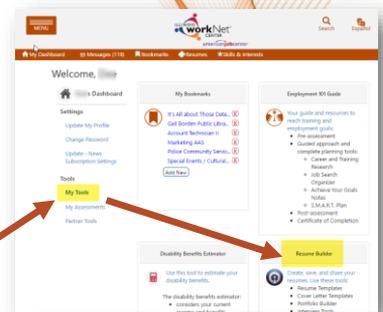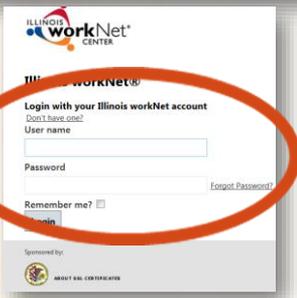
1. Complete any Contact Information that may be missing.
2. Enter your Career Preferences.
3. Hold CTRL for Multiple Selections.
4. Save.
5. You can change Industry at any time.
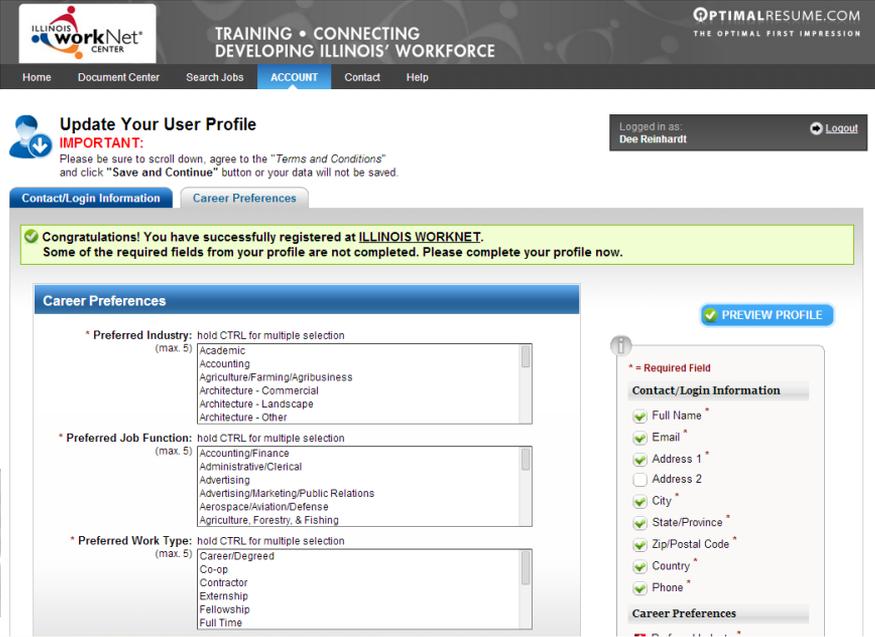
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Document Center

- The Document Center offers storage for files you create or upload.
- Access it from the Resume home page.

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Letter Builder
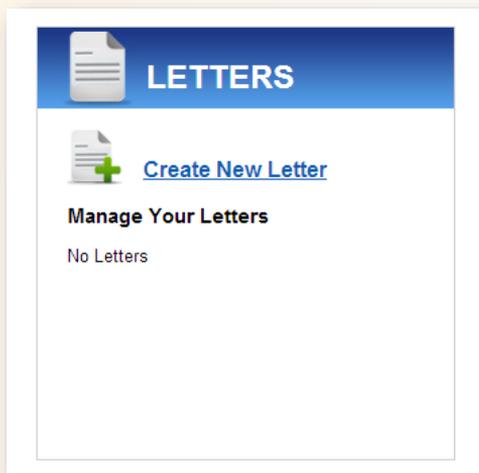
Letter Builder

- **Letter Builder** helps you build letters in the same way as the Resume Builder
- Access letters from the **Document Center**
- Select **Create New Letter**
- Choose from an existing letter

Slide 1

Letter Builder

New Letter
Build your letter. Click here for help.

BACK TO DOCUMENT CENTER

NAME LETTER

Name this letter

☐ **Upload letter**
If you already have a letter, you can upload it here. Note that you can't edit an uploaded letter.

⊕ START LETTER or Cancel

- After selecting **Create new letter**
- **Name** the letter
- Select **Start Letter**
- Option to upload a letter
  - Uploaded letters cannot be edited.

Slide 2

Letter Builder

- Options include:
  - Samples
  - Types
  - Start from Scratch

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

Logged in as:
Dee Reinhardt
Logout

Browse Samples
Select a sample and edit it with your information

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

- Networking
- Thank You
- Follow-up
- Application Letter
- Decline Job Offer
- Accept Job Offer

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

✔ CONTINUE　　✔ CONTINUE　　✔ CONTINUE

Letter Builder

• Browsing displays samples based upon Categories & Experience Levels

Letter Builder

• Browsing Letter Types provides types of letters with sample paragraphs

Letter Builder

• Sections are offered with sample language to use

Letter Builder
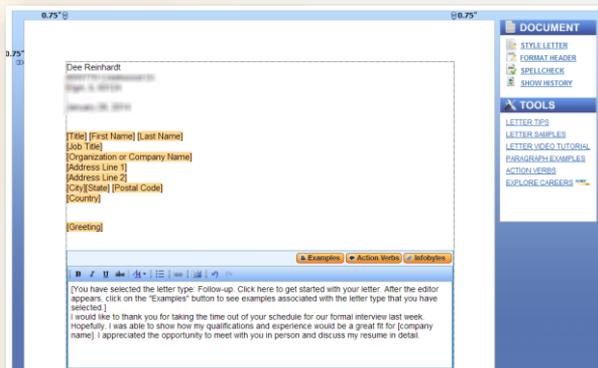
The editing tools included are the same across the platform:
- Examples
- Action Verbs
- Infobytes
- Style
- Formatting
- WYSIWYG
- Tools

Letter Builder

- **Starting from Scratch** provides only your name and address
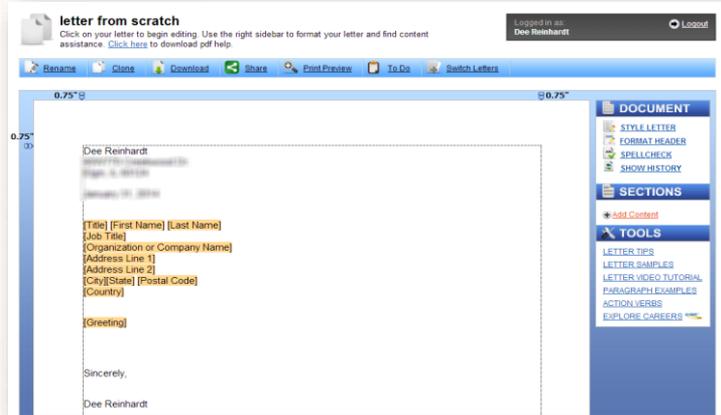
Portfolio Builder

Portfolio Builder

- Access from the **Document Center**
- Compile your collateral materials in one place for easy access

Portfolio Builder

- **Name** the portfolio

Portfolio Builder

- Select from a **Template** or **Start from Scratch**

Portfolio Builder

- From **Templates**, determine what type of portfolio you want to create

Portfolio Builder

• Multiple options are available

Portfolio Builder

• The Portfolio starts with the basics, but you can include specific projects

Add a file to the portfolio

Upload a file or add a link to a website

Add special notations

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Portfolio Builder

- Store files by project

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Watch videos on each topic

- Resume Builder Series Videos
  - https://www.youtube.com/watch?v=aN9VmjFBxYM&list=PLlkuU1Id_xm_yHJfUGpXfTYyV2PVuknJR
  - Accessing the Resume Builder on Illinois workNet
  - Managing your Resume Builder Account
  - Creating a Resume with the Resume Builder Tool
  - Creating Cover Letters with the Resume Builder Tool
  - Creating Portfolios with the Resume Builder Tool
  - Assessments on the Resume Builder Tool
  - Practice Interviews on the Resume Builder Tool
  - Create a Video Resume
  - Create a Personalized Website

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Thanks for watching

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