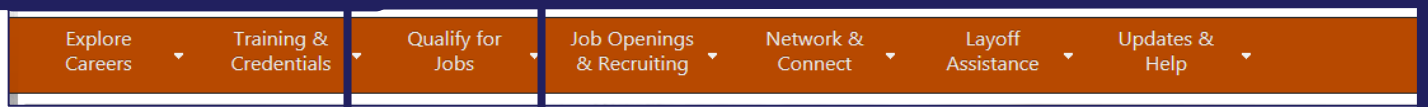




Qualify for Jobs



Qualify for Jobs – Illinois workNet Beta Website

This menu section holds the resources and tools for people who may need to refresh a few things to update their resume. Additional resources in this section include blog articles that relate to qualifying for jobs and resume building. There are a series of videos related to this topic, as well. The last item on this menu is a searchable database, where you will be able to enter a keyword and find the associated documents and resources that have something to do with qualifying for jobs.

Make sure to set-up an Illinois workNet user account so that you can save any results that you acquire from using the tools in this section.

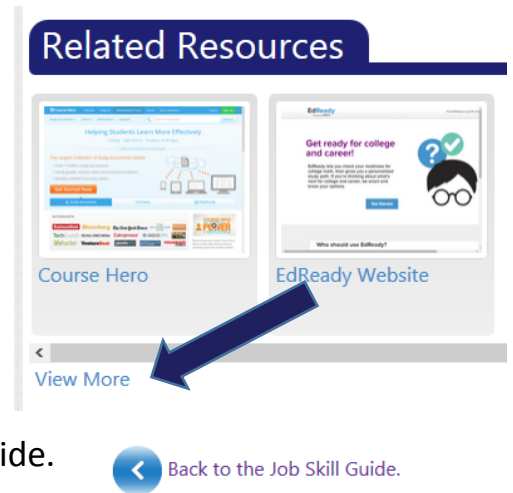
Job Skills Guide

The Job Skills Guide provides explanations and resources to help you build your:

- Academic Skills – Mathematics, Reading, Science and Technology, and Writing
- Technical Skills – Computer Literacy and Industry-Wide Technical Skills
- Workplace Skills – Attendance and Self-Presentation, Career Advancement, Communications, Independence and Initiative, Leadership and Teamwork, Positive Attitude, Problem Solving, Understanding the Big Picture, and Work Ethic.



1. Select a topic you would like to review.
2. A page with explanations and videos that demonstrate the topic, examples, and supplemental materials or links will open.
3. Related resources appear on the bottom of the page. If you do not see what you want, select “View More” to search for additional materials.
4. To review other topics from the Job Skills Guide, return to the top of the page and click “Back to the Job Skill Guide.”



Digital Literacy Guides

This portion of the menu helps you determine what level of computer skills you have. Are your skills:

- Basic – You are just getting comfortable with using computers and mobile devices, using email, and performing basic web searches.
- Intermediate – You are able to use productivity software, apps, and online communication tools, as well as contribute information via the Internet.
- Technical Professional - You are able to implement, monitor, or maintain information technology systems.



We offer several categories from which you can find resources to help you build your skill level.

1. Select a topic.
2. A page with explanations and videos that demonstrate the topic, examples, and supplemental materials or links will open.

3. Related resources appear on the bottom of the page. If you do not see what you want, select “View More” to search for additional materials.
4. Review the definitions of Basic User, Intermediate User, or Technical Professional to determine what you may need to learn.
5. To review other topics from the Digital Literacy topics, return to the top of the page and click “Back to the Digital Literacy Guide”.

Prepare Your Resume

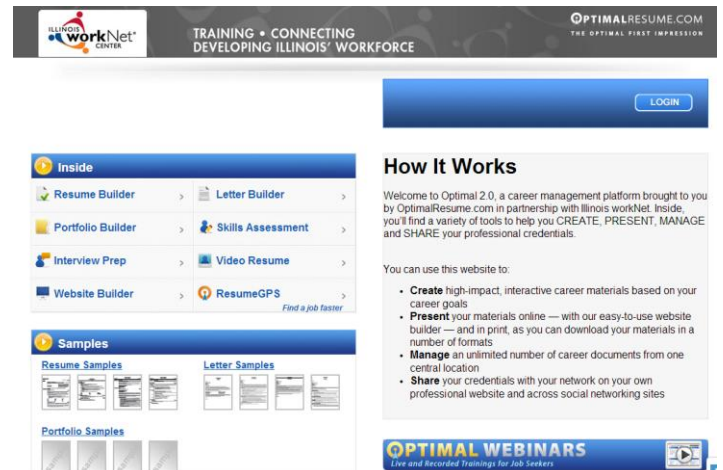
This section of the menu defines all of the components that make up a great resume.

Select a Format:

- Functional
- Chronological
- Combination

Select the Sections

- Header
- Objective/Skills
- Experience
- Education and Relevant Coursework
- Associations/Memberships
- Certifications/Licenses



Review the suggestions, sample resumes, resume overviews, and link to the Illinois workNet Resume Builder Tool.

To use the resume builder tool, click on this link to access the Illinois workNet Resume Builder Quick Start Guide:

http://www2.illinoisworknet.com/DownloadPrint/IwNResumeBuilderUserGuideOctober_2014_FINAL.pdf

Watch our archived video on how to use each section of the resume builder tool:

<http://youtu.be/ilxKjcf2SrA>