



SkillsFirst Resume Builder



Build **Your Resume** with **SkillsFirst** to Find the Right Match for You.

Resume Writing Guide

Prepare Your Resume

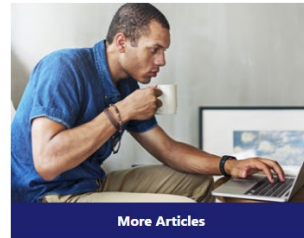
A resume is required for most jobs. Employers will look at your resume to get a summary of your education and work experience. It is a critical document because it is used to decide if you will get an interview. It provides a first impression of your skills and abilities. That means it needs to be as perfect as possible.

Writing your resume can be intimidating. That's why breaking it down into chunks can help make it easier to tackle.

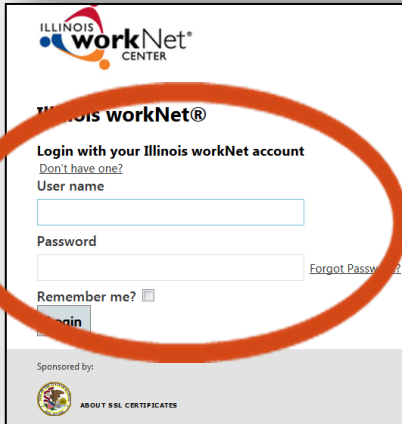
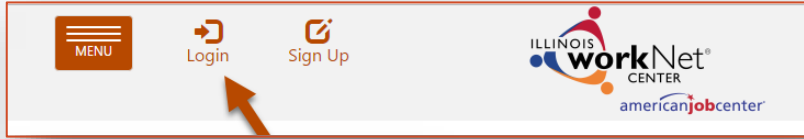
Below, you will find four articles on each step in the resume writing process. After this, you can also read about our Resume Builder tools.



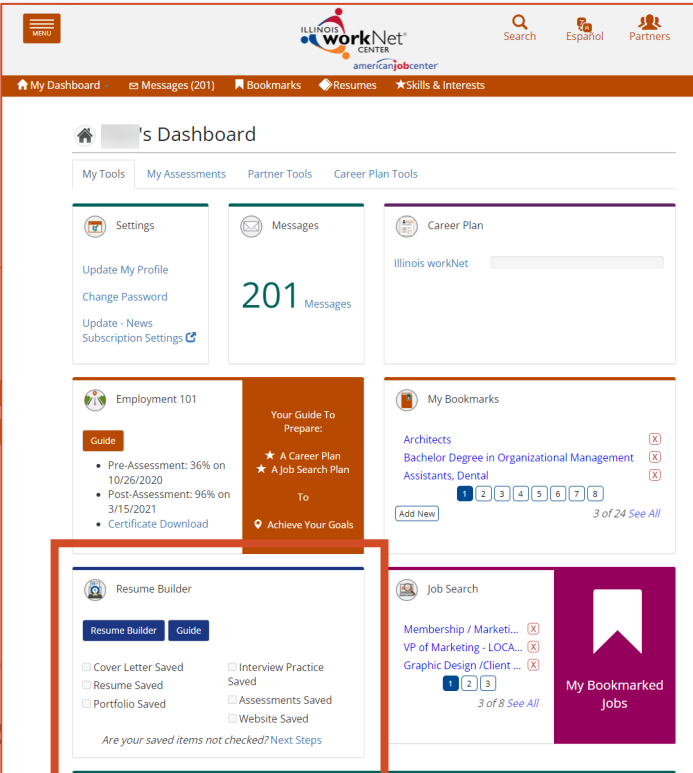
Resume Writing Process



LOG-IN TO ACCESS RESUME BUILDER

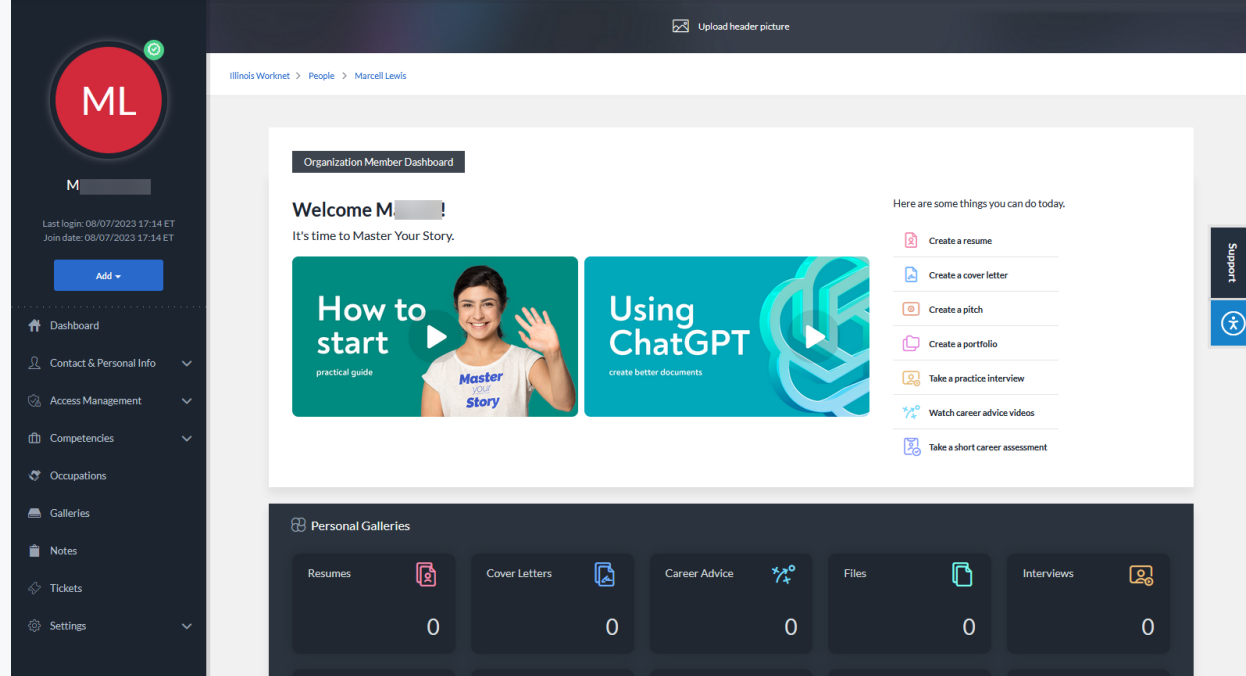
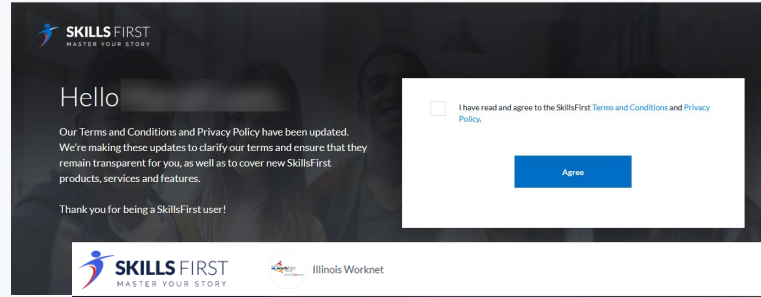


STATE OF ILLINOIS
WORKFORCE PORTAL



GET STARTED

- **Consent** – agree to use the tool.
- **Profile** – fill in the information to start making your resume.
- **Contact and Personal Info**





M [redacted]

Last login: 08/07/2023 17:14 ET
Join date: 08/07/2023 17:14 ET

Add ▾

- Dashboard
- Contact & Personal Info ▾
- Access Management ▾
- Competencies ▾
- Occupations
- Galleries
- Notes
- Tickets
- Settings ▾

- Take O*NET Interest Profiler
- Add Competency
- Add Occupation
- Add Note
- Add File
- Add Resume
- Add Pitch
- Add Portfolio
- Add Interview
- Add Interview Question
- Add Career Advice

- Contact & Personal Info ^
- About
- Education
- Work Experience
- Target Job
- Collaboration Preferences
- O*NET Interest Profiler
- Avatar Picture
- Header Picture

Profile Access Management

Access Management

Profile Access Management

Member Profile & Basic Profile Data

Name, Headline, Current Title, Summary, Avatar Picture, Header Picture ▾

Shared

Primary Email ▾

Shared ...

Alternate Email

Private ...

Education

Private ...

Work Experience

Private ...

Target Job

Private ...

Collaboration Preferences

Private ...

O*Net Interest Profiler


Private ...

Competencies

Private ...

Occupations

Private ...



ML

M

Last login: 08/07/2023 17:14 ET
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Add ▾

- Dashboard
- Contact & Personal Info ▾
- Access Management ▾
- Competencies ▾
- Occupations
- Galleries
- Notes
- Tickets
- Settings ▾

Browse Competencies at your organization

Competencies

Marcell Lewis's Competencies [Browse O'Net Competencies](#)

Knowledge Competencies (0) [+](#)

No knowledge added.

Transferable Skills (0) [+](#)

No transferable skills added.

Hot Technology Skills (0) [+](#)

No hot technology skills added.

Abilities Competencies (0) [+](#)

Browse occupations at your organization

Occupations

Marcell Lewis's Occupations [Browse O'Net Occupations](#)

Occupations (0) [+](#)

No occupations

Personal Galleries

Resumes	Cover Letters	Career Advice	Files	Interviews
0	0	0	0	0
Interview Answers	Interview Questions	Interview Question Answers	Pitches	Portfolios
0	0	0	0	0

DO SO MUCH!

Two ways to find your flow!

Guides to help you get there.

From your Dashboard:

- Create a resume
- Create a cover letter
- Create a pitch
- Create a portfolio
- Practice Interviewing
- Get Career Advice
- Take a Career Assessment

The screenshot shows the 'Organization Member Dashboard'. At the top, it says 'Welcome M [redacted]!' and 'It's time to Master Your Story.' Below this are two video guides: 'How to start' (practical guide) featuring a woman in a 'Master your Story' shirt, and 'Using ChatGPT' (create better documents). To the right, a list of tasks is shown: 'Create a resume', 'Create a cover letter', 'Create a pitch', 'Create a portfolio', 'Take a practice interview', 'Watch career advice videos', and 'Take a short career assessment'. At the bottom, a 'Personal Galleries' section displays a grid of 10 categories, each with a count of 0: Resumes, Cover Letters, Career Advice, Files, Interviews, Interview Answers, Interview Questions, Interview Question Answers, Pitches, and Portfolios.

RESUMES

- Browse resume templates
- Create from scratch
- Upload Resume
- Edit Samples

RESUMES FILTERS

- 📁 O*NET Data >
- 📁 Occupation >
- 📁 Competency >
- 📄 Type >
- 📁 Folder >
- 📅 Dates >
- 👤 Profile Data >
- 🔗 Shared >

▶ Browse resumes shared by your organization

Keywords: 🔍

Resumes 5 of 5 Browse Resumes Add Resume ↕ Create...

1

- Faith based demo
Published: on Wed, Nov 9, 2022, 11:07 AM ET
- Plainfield demo
Published: on Wed, Nov 9, 2022, 11:07 AM ET
- functional
Published: on Wed, Nov 9, 2022, 11:07 AM ET
- combination
Published: on Wed, Nov 9, 2022, 11:07 AM ET
- functional sample
Published: on Wed, Nov 9, 2022, 11:07 AM ET

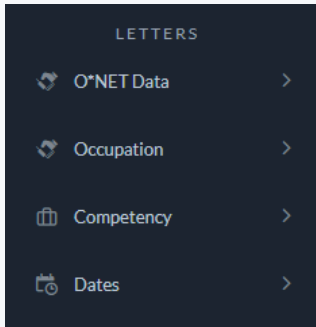
Create Resume

- Upload Resume**
Upload your resume and edit it with our builder
Select
- Edit Sample**
Choose a template and samples to edit
Select
- Start from Scratch**
Choose a template and enter your content
Select

Cancel

COVER LETTERS

- Upload a letter
- Edit a Sample – 19 samples
- Create from Scratch



Browse cover letters shared by your organization

Keywords: Search

Letters 2 of 2

Browse Cover Letters Add Letter Create...

1

Website cover
Published: [User]

cover
Published: [User]

Create Cover Letter

- Upload Cover Letter**
Upload your cover letter and optimize keywords
Select
- Edit Sample**
Choose a template and samples to edit
Select
- Start from Scratch**
Choose a template and enter your content
Select

Cancel

CAREER ADVICE

25 career advice lessons available

Transferable Skills Lesson 1: Transferable Skills
Learn about the concept of transferable skills and how to use them to your advantage.
Published: SkillsFirst HQ on Tue, Sep 20, 2022, 5:50 PM ET

Transferable Skills Lesson 2: Top 10 Tips for Transferable Skills
Things to remember about transferable skills.
Published: SkillsFirst HQ on Tue, Sep 20, 2022, 5:48 PM ET

Cover Letter Lesson 1: Cover Letters and Notes
Learn how to write effective cover letters or cover notes.
Published: SkillsFirst HQ on Mon, Aug 15, 2022, 10:28 AM ET

Cover Letter Lesson 2: Top 10 Tips for Cover Letter and Notes
Key takeaways for writing effective cover letters and notes.
Published: SkillsFirst HQ on Mon, Aug 15, 2022, 10:25 AM ET

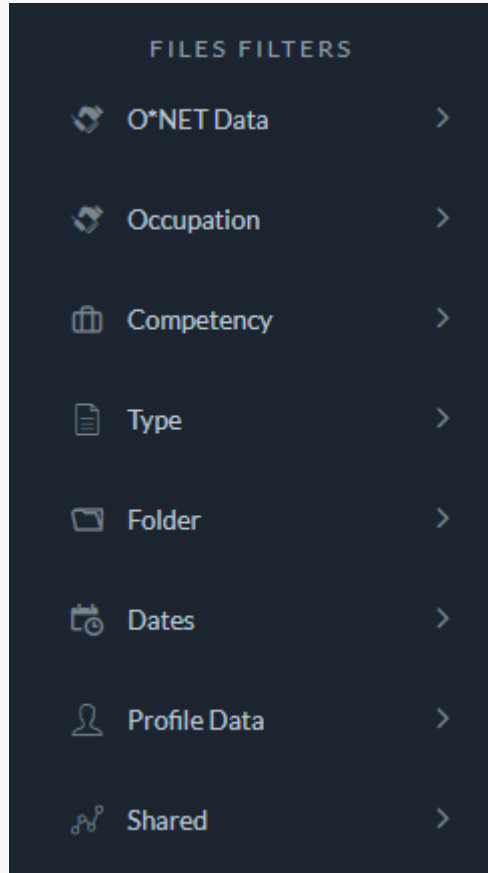
Interview Lesson 1: Researching an Employer
Learn how to conduct pre-interview research and come to the interview fully prepared.
Published: SkillsFirst HQ on Tue, May 17, 2022, 8:34 AM ET

Interview Lesson 2: Interview Appearance
Make a powerful first impression with the right interview attire.
Published: SkillsFirst HQ on Tue, May 17, 2022, 8:10 AM ET

FILES

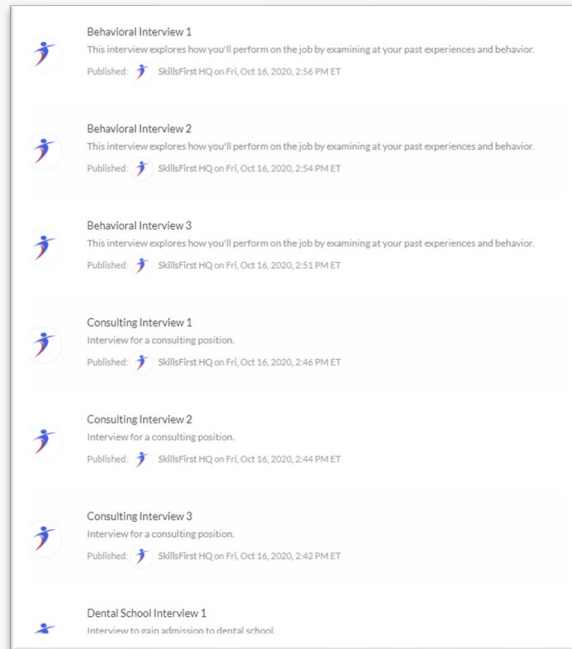
Add files

- Transcripts
- Brochures
- Examples of work
- References
- Information on jobs
- Information on career paths



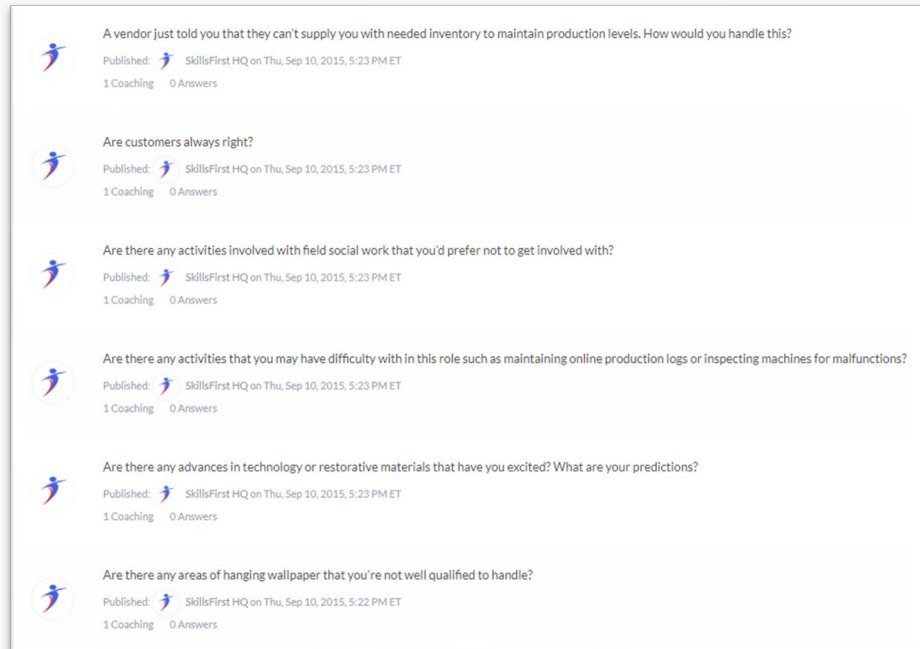
INTERVIEWS > ANSWERS > QUESTIONS

- Interviews - 1019 samples
- Answers – how did you answer
- Interview Questions – 12,238 sample questions
- Interview Question Answers – how would you answer those questions



This screenshot shows a list of seven interview questions. Each entry includes a blue icon of a person running, the question title, a brief description, and the publication date and time. The questions are:

- Behavioral Interview 1**: This interview explores how you'll perform on the job by examining at your past experiences and behavior. Published: SkillsFirst HQ on Fri, Oct 16, 2020, 2:56 PM ET
- Behavioral Interview 2**: This interview explores how you'll perform on the job by examining at your past experiences and behavior. Published: SkillsFirst HQ on Fri, Oct 16, 2020, 2:54 PM ET
- Behavioral Interview 3**: This interview explores how you'll perform on the job by examining at your past experiences and behavior. Published: SkillsFirst HQ on Fri, Oct 16, 2020, 2:51 PM ET
- Consulting Interview 1**: Interview for a consulting position. Published: SkillsFirst HQ on Fri, Oct 16, 2020, 2:46 PM ET
- Consulting Interview 2**: Interview for a consulting position. Published: SkillsFirst HQ on Fri, Oct 16, 2020, 2:44 PM ET
- Consulting Interview 3**: Interview for a consulting position. Published: SkillsFirst HQ on Fri, Oct 16, 2020, 2:42 PM ET
- Dental School Interview 1**: Interview to train admission to dental school.



This screenshot shows a list of seven interview questions. Each entry includes a blue icon of a person running, the question text, the publication date and time, and the number of coaching sessions and answers. The questions are:


- A vendor just told you that they can't supply you with needed inventory to maintain production levels. How would you handle this?**
Published: SkillsFirst HQ on Thu, Sep 10, 2015, 5:23 PM ET
1 Coaching 0 Answers
- Are customers always right?**
Published: SkillsFirst HQ on Thu, Sep 10, 2015, 5:23 PM ET
1 Coaching 0 Answers
- Are there any activities involved with field social work that you'd prefer not to get involved with?**
Published: SkillsFirst HQ on Thu, Sep 10, 2015, 5:23 PM ET
1 Coaching 0 Answers
- Are there any activities that you may have difficulty with in this role such as maintaining online production logs or inspecting machines for malfunctions?**
Published: SkillsFirst HQ on Thu, Sep 10, 2015, 5:23 PM ET
1 Coaching 0 Answers
- Are there any advances in technology or restorative materials that have you excited? What are your predictions?**
Published: SkillsFirst HQ on Thu, Sep 10, 2015, 5:23 PM ET
1 Coaching 0 Answers
- Are there any areas of hanging wallpaper that you're not well qualified to handle?**
Published: SkillsFirst HQ on Thu, Sep 10, 2015, 5:22 PM ET
1 Coaching 0 Answers

PITCHES




Find pitches from different types of jobs and modify to fit your individual needs.

Pitch

Dee Reinhardt
My pitch


Created By:  [Dee Reinhardt](#)
Idea Builder | Social Media Strategist | Digital Marketing Consultant | Public Speaker | LinkedIn
Trainer | WordPress Guide
Tue, Aug 8, 2023, 9:54 AM ET

Updated: Tue, Aug 8, 2023, 9:59 AM ET

[Add Media](#)



I help small businesses understand the how and why of marketing with social media. Know which platforms are best for your business? I do. I can teach you what to do with them, create content for you to post, or create and post for you. Let me design, build or remodel your current WordPress website or social presence.

 Comments (0)

[Add Media Comment](#)

Enter your message

[Add Comment](#)

 Notes (0) 

No notes added.

Tag with occupations, competencies, or gallery items.

[Add Tag](#)

PORTFOLIOS

Review portfolios in the resume builder to find one to model yours after.

The screenshot shows the Resume Builder interface for a portfolio item. At the top, it displays "0 Items" and three buttons: "Add Folder", "Add Files", and "Add Link". Below this is a "Comments (0)" section with a text input field labeled "Enter your message" and an "Add Comment" button. At the bottom, there are two "Notes (0)" sections, each with a plus icon and the text "No notes added." One of the notes sections also features a "Tag with occupations, competencies, or gallery items." prompt and an "Add Tag" button.

The screenshot displays the "Account Manager Career Portfolio" in the Resume Builder. It includes a title, a description: "An Account Manager career portfolio should showcase your skills and experience in managing and growing customer accounts, as well as your ability to think strategically and creatively to meet sales goals.", and metadata: "Created By: SkillsFirst HQ" and "Updated: Sun, Apr 2, 2023, 10:14 AM ET". A list of 10 items is shown, including "Resume, CV (0 Items)", "Cover Letter (0 Items)", "Personal Statement (0 Items)", "Sales Performance Metrics (0 Items)", "Account Management Projects (0 Items)", "Technical Skills (0 Items)", "Certifications (0 Items)", "Customer Testimonials (0 Items)", "Professional Development (0 Items)", and "Letters of Recommendation (0 Items)". At the bottom, there are "Occupations (1)" (Sales Managers) and "Notes (0)" (No notes added.) sections.

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FACEBOOK



TWITTER



YOUTUBE



LINKEDIN



LINKEDIN GROUP



PINTEREST

