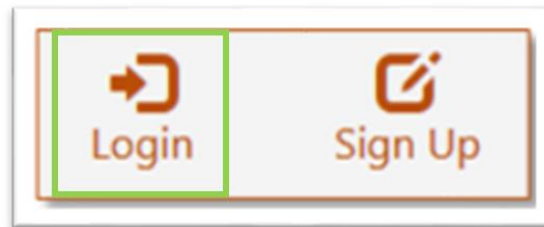


Getting Started

Logging into Illinois WorkNet

1. Go to www.illinoisworknet.com and click **Login** in the top right of the header.



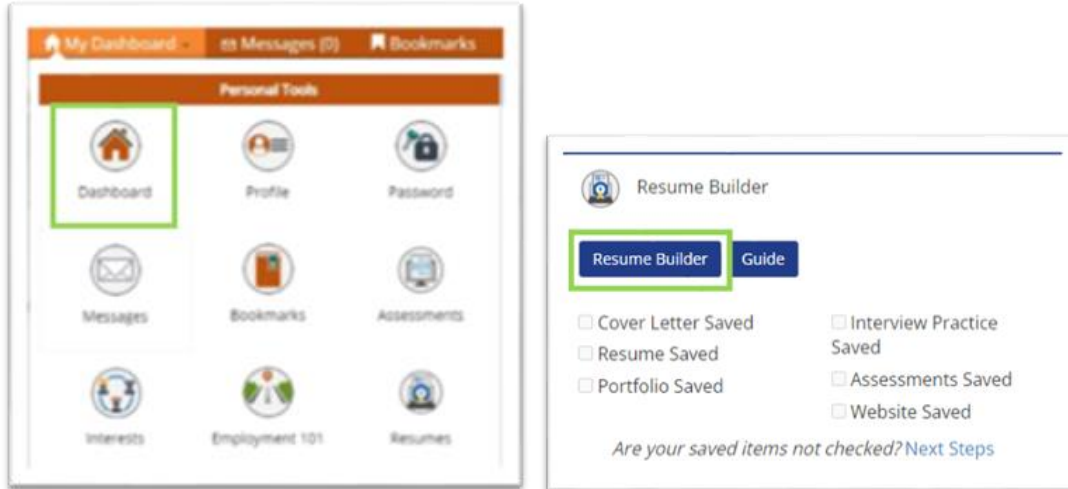
2. **Log in** with your username and password.



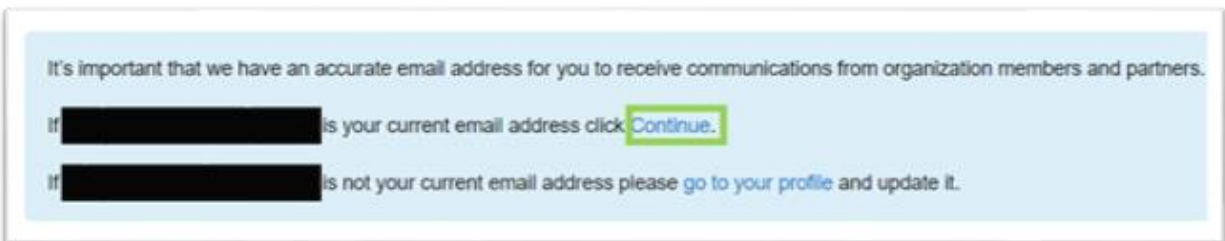
3. Using the My Dashboard menu, select **Resumes**.



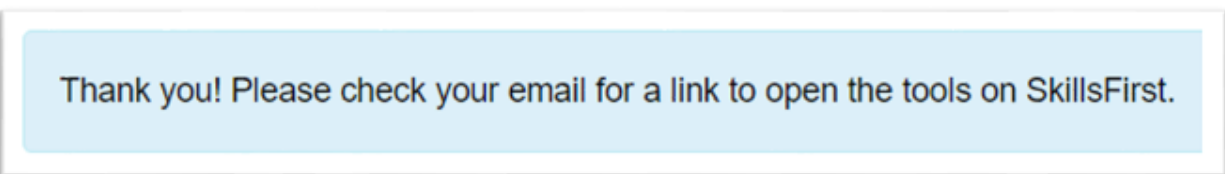
You can also click on **My Dashboard** and then click **Resume Builder**.



You will be directed to your SkillsFirst Gallery where you can add practice interviews you create. **Note:** *If this is your first time accessing SkillsFirst, you will be asked to confirm your email address. Click **Continue** to confirm your email address.*

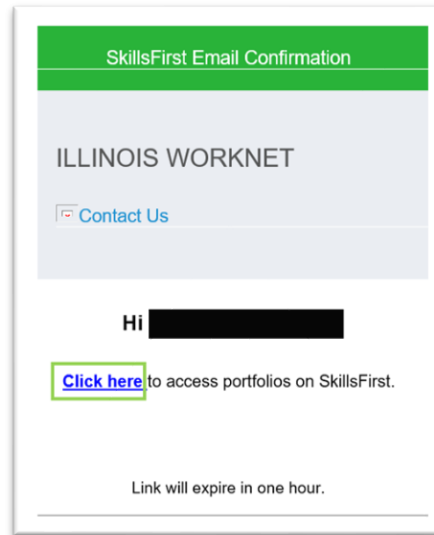


You will see a message asking you to **check your email**.



Go to your inbox and open the confirmation email (be sure to check your spam and junk folders if you do not see it) and click the confirmation link **Click Here** in the email.

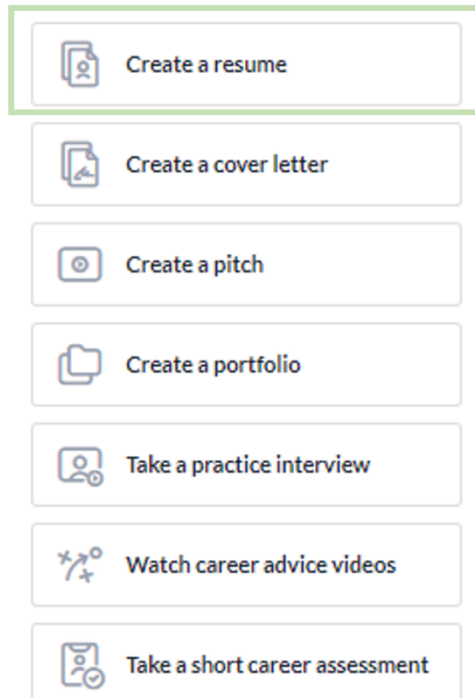
Note: This link will expire in one hour, so be sure to confirm before the hour expires.



Creating a New Resume

1. Click the **Create New Resume** button in your dashboard.

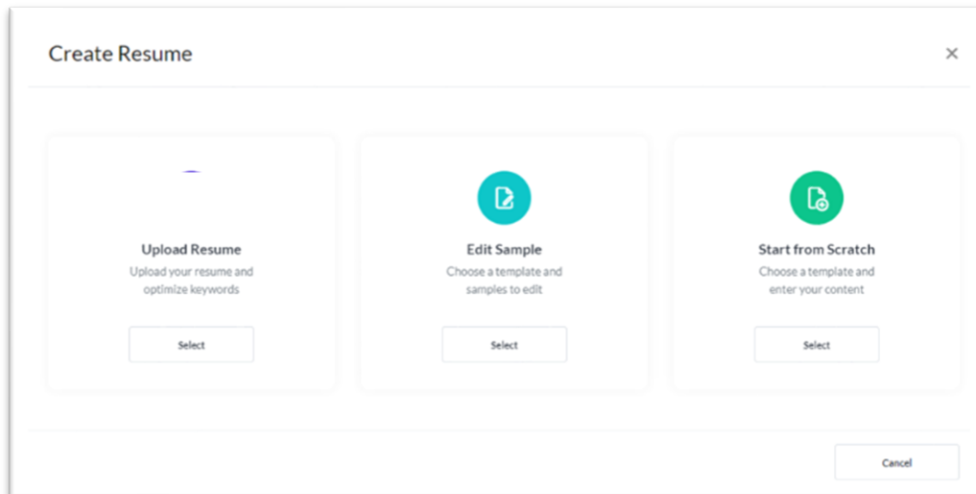
Here are some things you can do today.



A window will pop up with the following options:

- Upload your resume
- Edit a sample resume
- Start from scratch and build your own resume

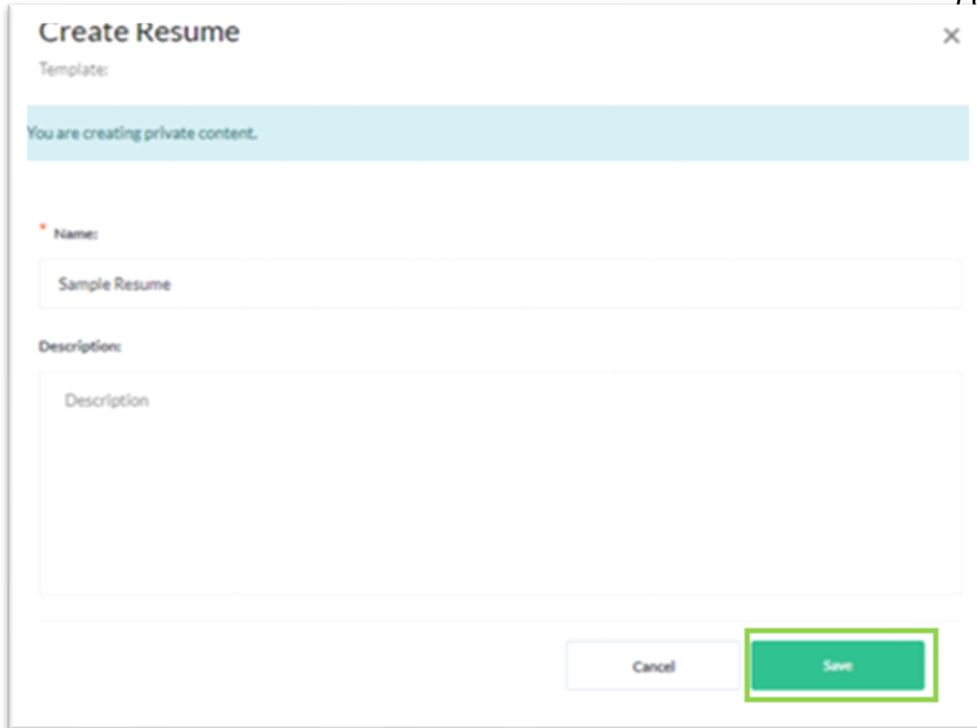
2. Make your selection and follow the prompts.



Uploading Your Resume

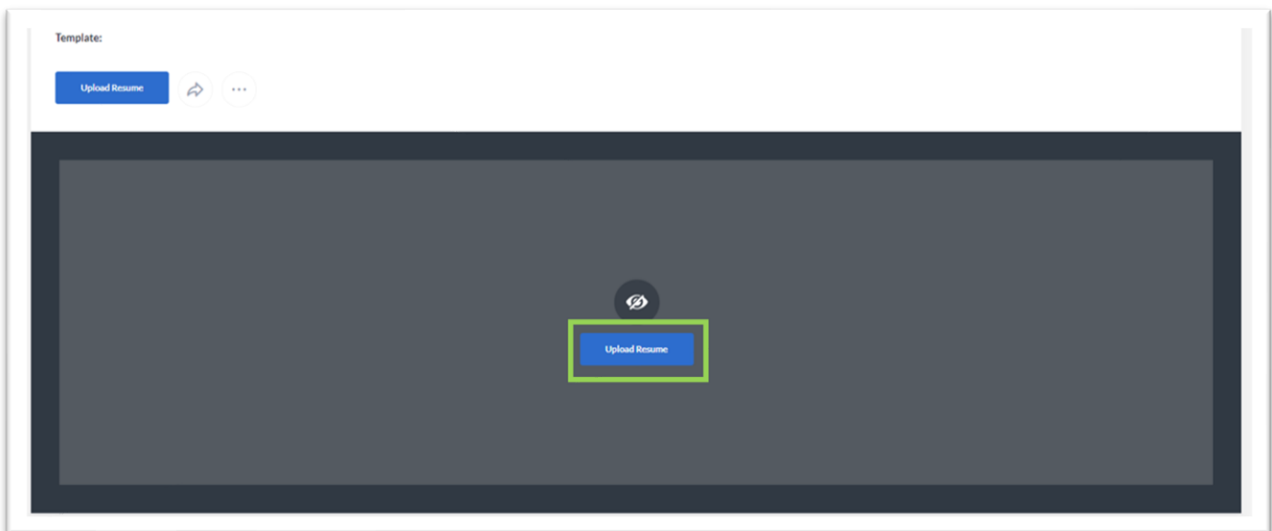
Note: If you are uploading your resume, you will not be able to edit it within SkillsFirst. To edit a resume, you must select a different option mentioned above; Edit Sample or Start from Scratch.

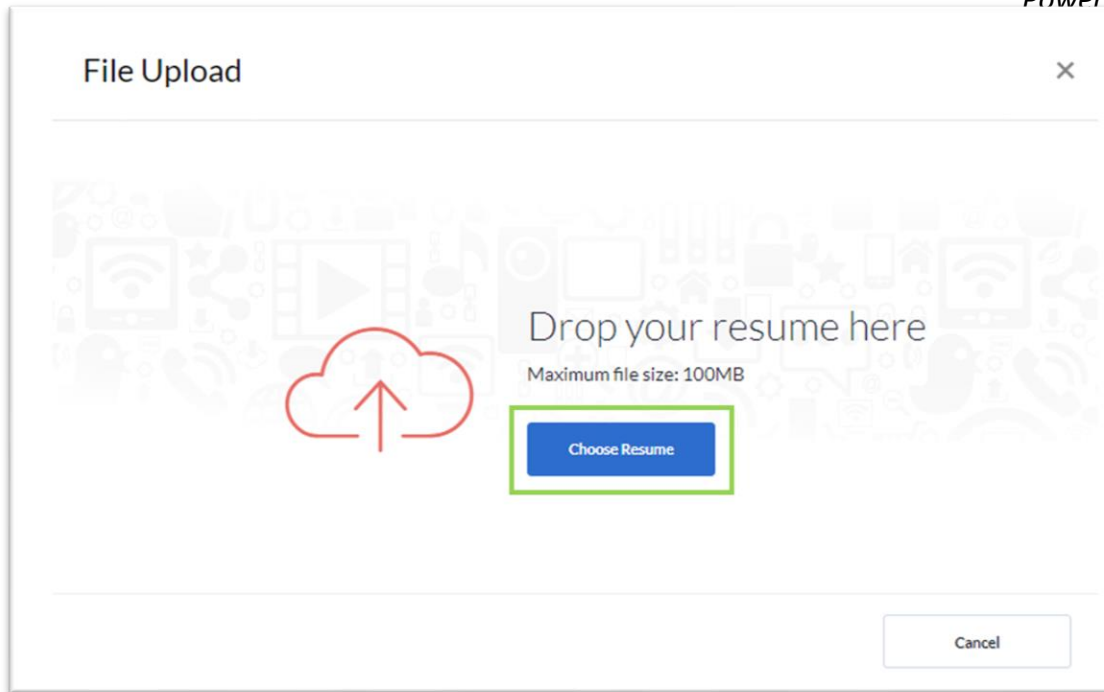
1. Create a **Name** and **Description** for your resume. Then click **Save**.



2. Click **Upload Resume** and then **drag and drop** or select the resume you want to upload.

Click **Done** when the upload is finished.





3. With your resume uploaded you can:

- Add Comment
- Add Media Comment
- Add Notes
- Tag with occupations
- Add Competencies
- Add Gallery Items.

These options are just below the resume you uploaded.

Resume

Sample Resume

Created By:

Template:

Replace Resume

Download

Share

More

AI Keyword Suggestions

Page: 1 of 1

Automatic Zoom

1234 Street
Anywhere, IL 62626
217-123-4567
david@noemail.com

Profile

Three years of experience and training as an insurance underwriter for Western Life. In addition to bachelor's degree, have completed rigorous on-the-job training focused on key

Comments (0)

Add Media Comment

Enter your message

Add Comment

Notes (0)

No notes added.

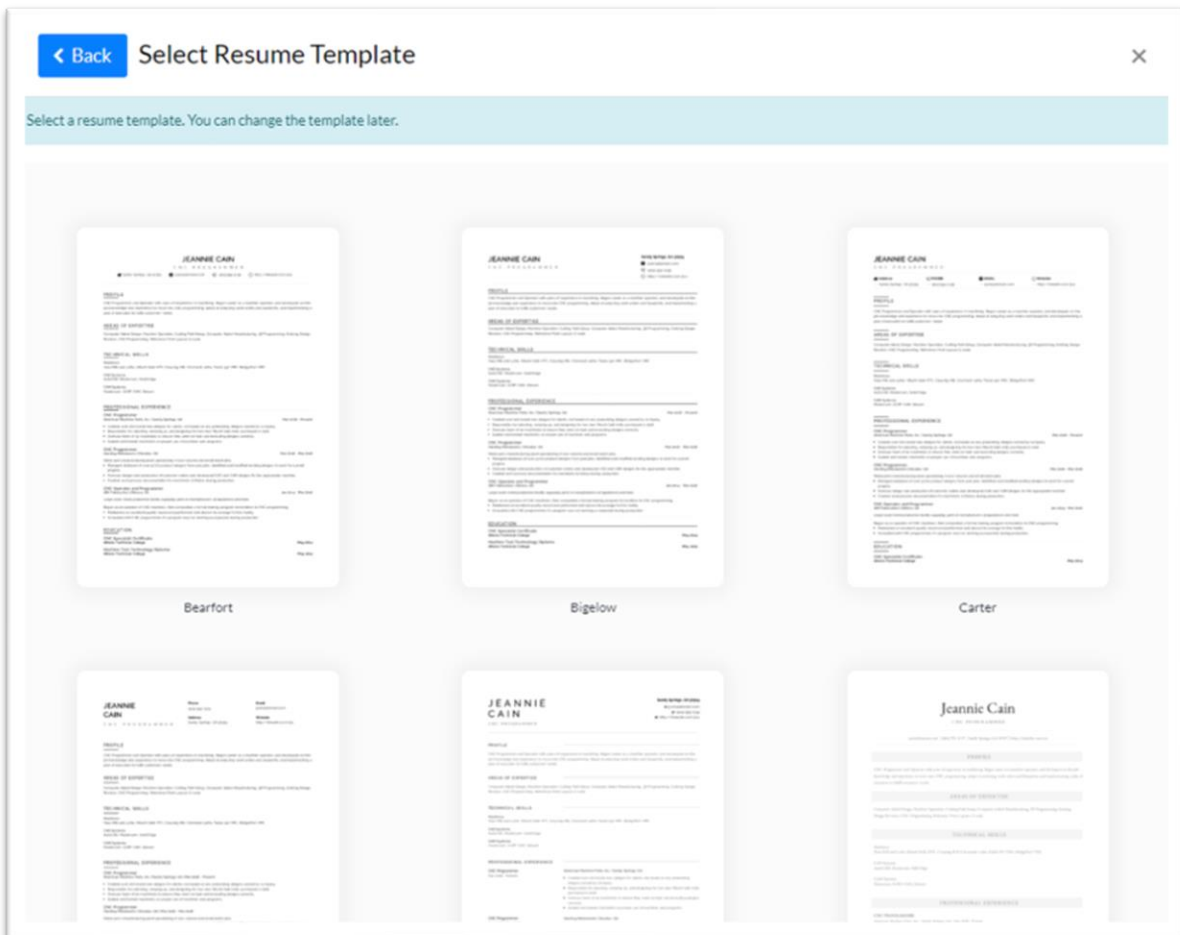
Tag with occupations, competencies, or gallery items.

Add Tag

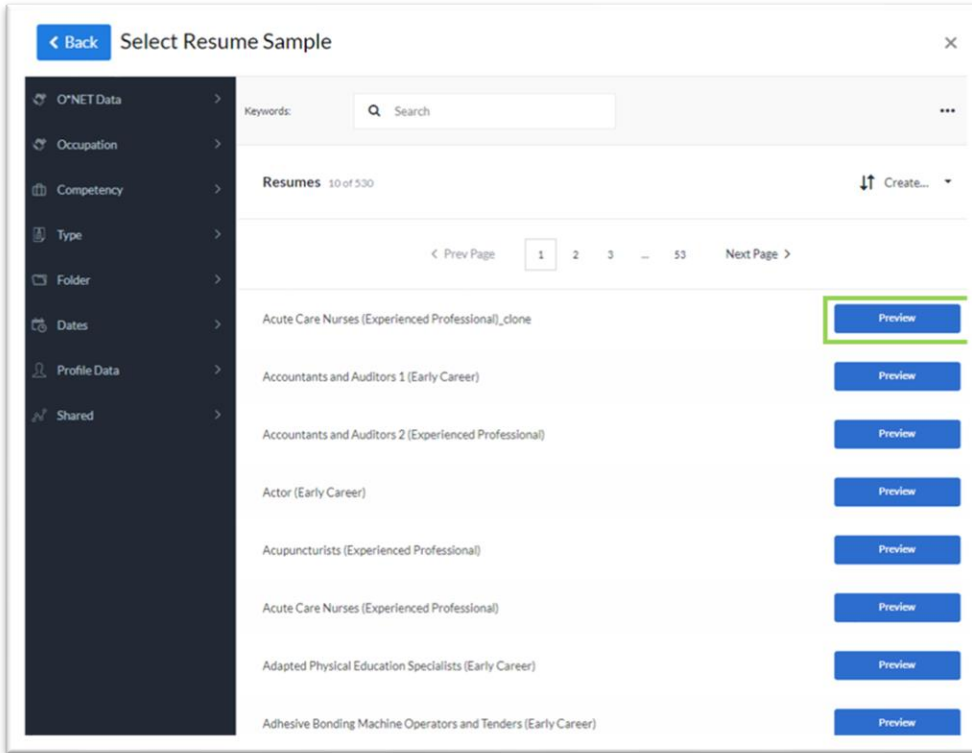
Editing a Sample Resume

1. If you choose to edit a sample resume a new window will open of available resume templates.

Note: You can change the template later if need be.

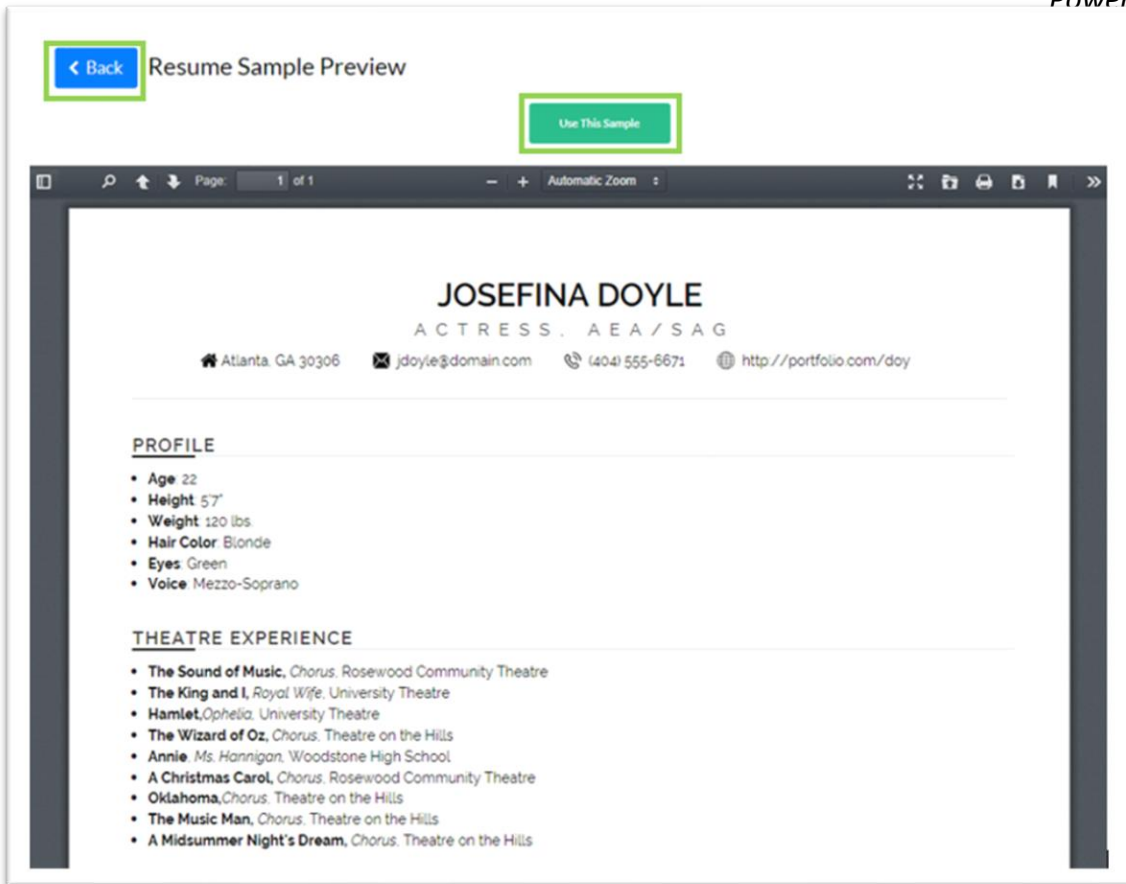


2. When you click on a template, a new window will open that will show different careers to choose from. Find the one that most aligns with your experience and click the **Preview** button.



3. After clicking **Preview**, a new window will open that shows the template with sample career information. If you would like to use the sample, click **Use This Sample**.

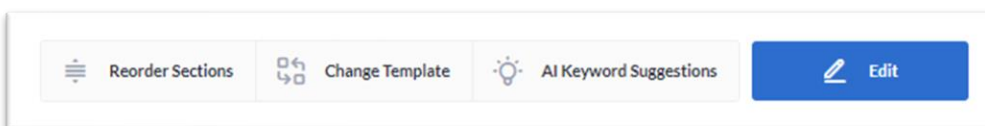
Otherwise, click the **Back** button to select a different option.



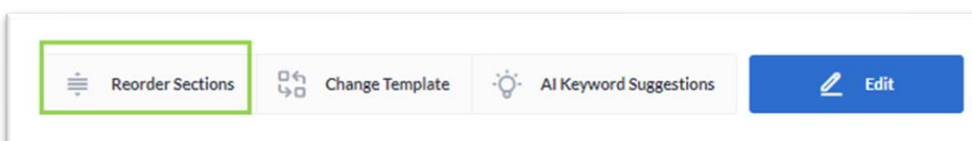
4. On the next screen, you can **Edit** your resume.

You have the following options to edit your resume:

- Reorder Sections
- Change Template
- Keyword Suggestions
- Updating the sample text provided with your career information.

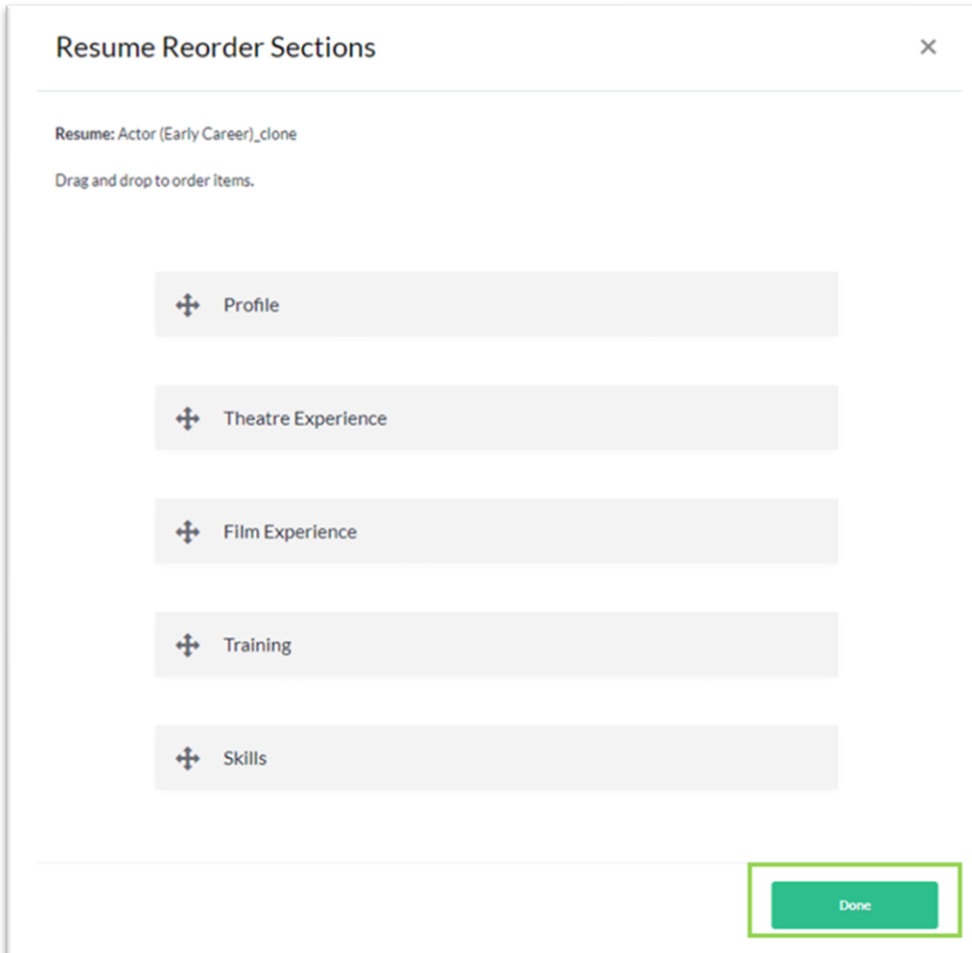


Reorder Sections



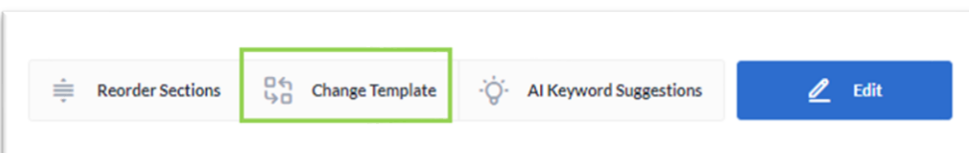
If you choose to **Reorder Sections**, a new window will open that you can **drag and drop** sections into **the desired order**.

When complete, click **Done**.



The dialog box is titled "Resume Reorder Sections" and has a close button (X) in the top right corner. Below the title bar, it says "Resume: Actor (Early Career)_clone" and "Drag and drop to order items." There are five sections listed, each with a plus icon and a text label: "Profile", "Theatre Experience", "Film Experience", "Training", and "Skills". At the bottom right, there is a green button labeled "Done" which is highlighted with a green border.

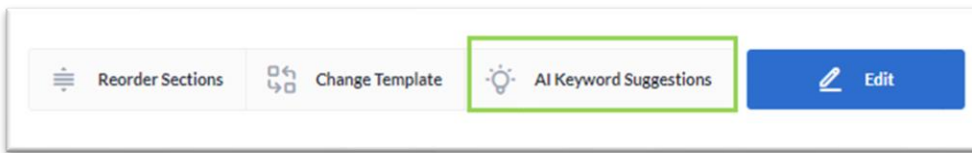
Change Template



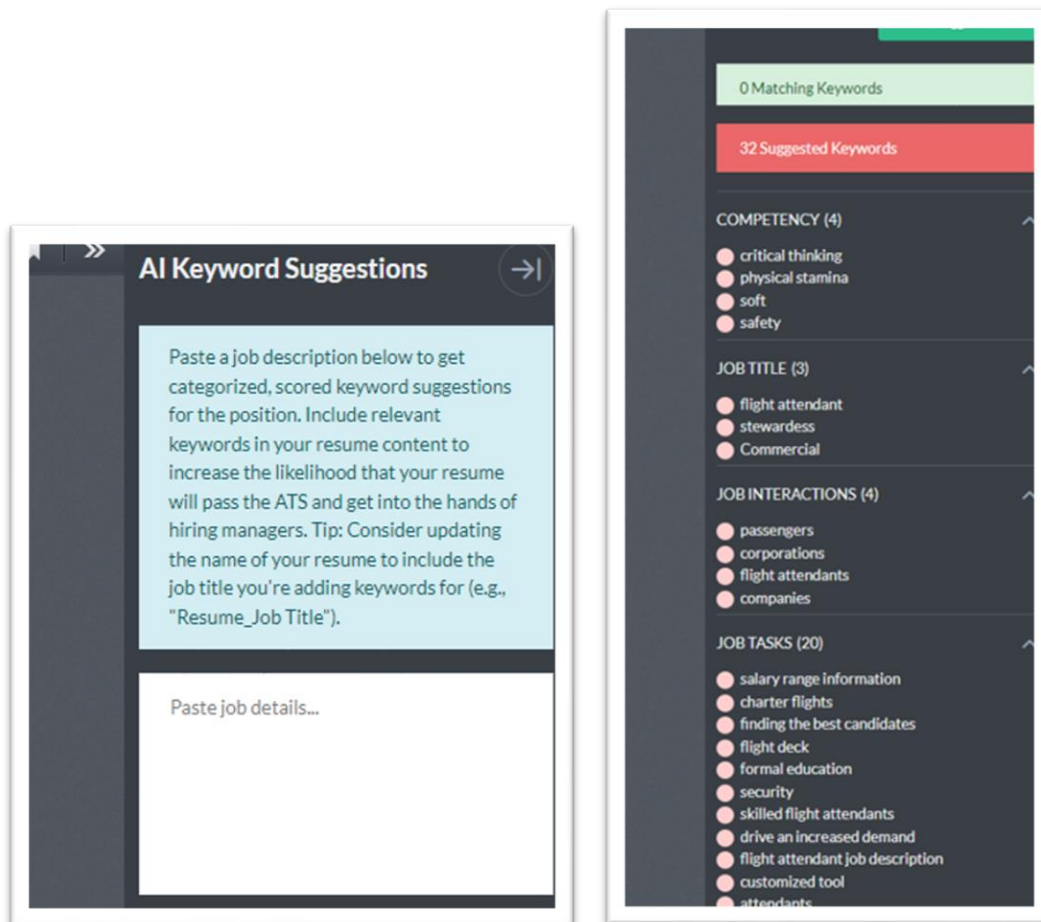
The image shows a horizontal toolbar with four buttons. From left to right: "Reorder Sections" (with a list icon), "Change Template" (with a template icon and highlighted with a green border), "AI Keyword Suggestions" (with a lightbulb icon), and "Edit" (with a pencil icon and a blue background).

If you choose to **Change Template**, a new window with different resume templates will open. To change your template, click on a different template and your resume will be updated.

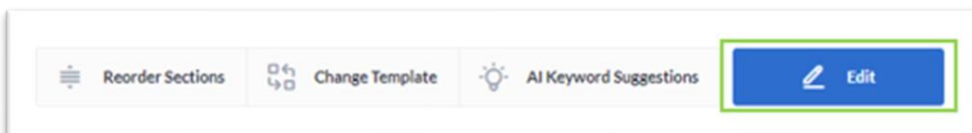
AI Keyword Suggestions



If you choose **AI Keyword Suggestions**, a new window will open next to your resume where you can paste a job description. When you paste the description and click **Get Suggestions**, keywords will be provided to use to enhance your resume.

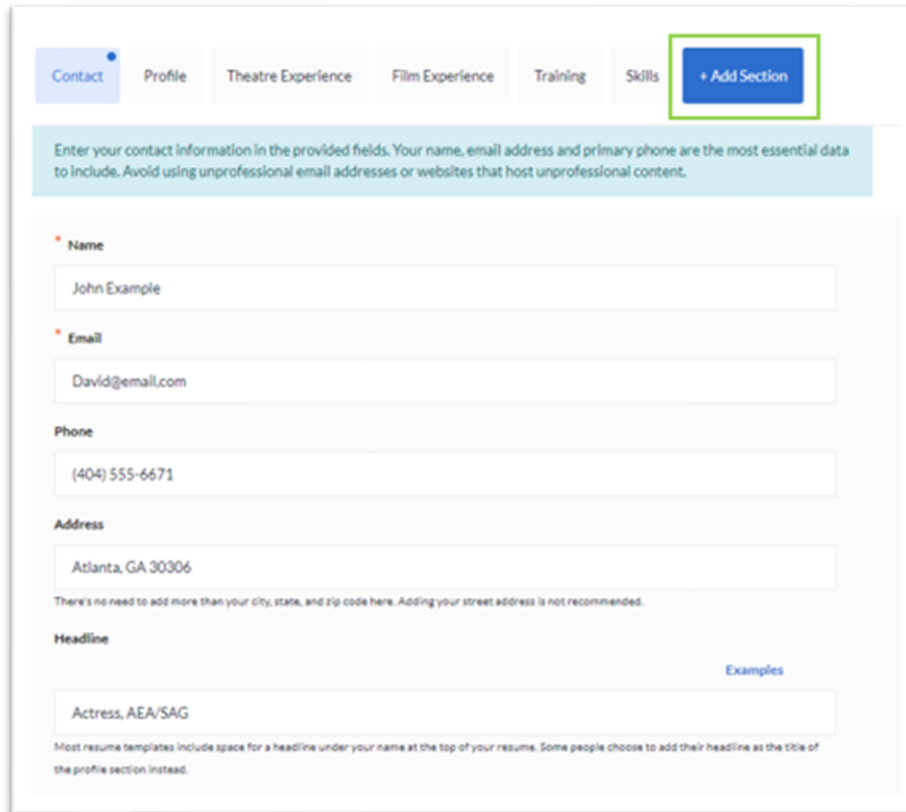


Edit



If you choose **Edit**, you can update the text in the different sections of your resume. Once the information has been updated for that tab just click **Save**.

To navigate between tabs, click the tab and update the sample text with your work experience and history. You can also add a new section by clicking the **+Add Section** button and pick a selection from the dropdown menu.



Enter your contact information in the provided fields. Your name, email address and primary phone are the most essential data to include. Avoid using unprofessional email addresses or websites that host unprofessional content.

Name
John Example

Email
David@email.com

Phone
(404) 555-6671

Address
Atlanta, GA 30306
There's no need to add more than your city, state, and zip code here. Adding your street address is not recommended.

Headline
Actress, AEA/SAG
[Examples](#)
Most resume templates include space for a headline under your name at the top of your resume. Some people choose to add their headline as the title of the profile section instead.

With your resume updated you can:

- Add Comments
- Add Media Comments
- Add Notes
- Tag occupations competencies, or gallery items.

These options are just below the resume you uploaded.

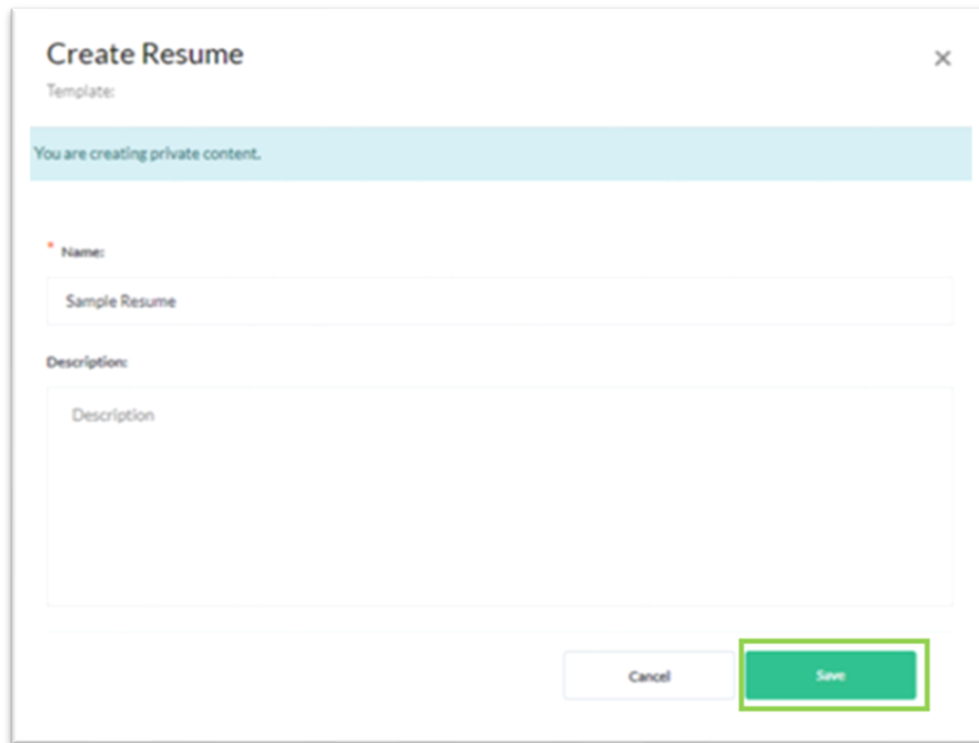
The screenshot displays the 'Sample Resume' interface. At the top, there's a 'Resume' tab and a 'Sample Resume' section with 'Created By:' and 'Template:' fields. Below these are buttons for 'Replace Resume', a download icon, a share icon, and a menu icon. The main area shows a preview of a resume template with a dark header and a light body. The contact information section includes a redacted name, address (1234 Street, Anywhere, IL 62626), phone number (217-123-4567), and email (david@noemail.com). The 'Profile' section contains a paragraph of text. Below the preview, there's a 'Comments (0)' section with an 'Add Media/Comment' button and an 'Add Comment' button. A 'Notes (0)' section is also present with a 'No notes added.' message and an 'Add Tag' button. A green box highlights the 'Add Media/Comment' button, and another green box highlights the 'Add Tag' button.

Starting From Scratch

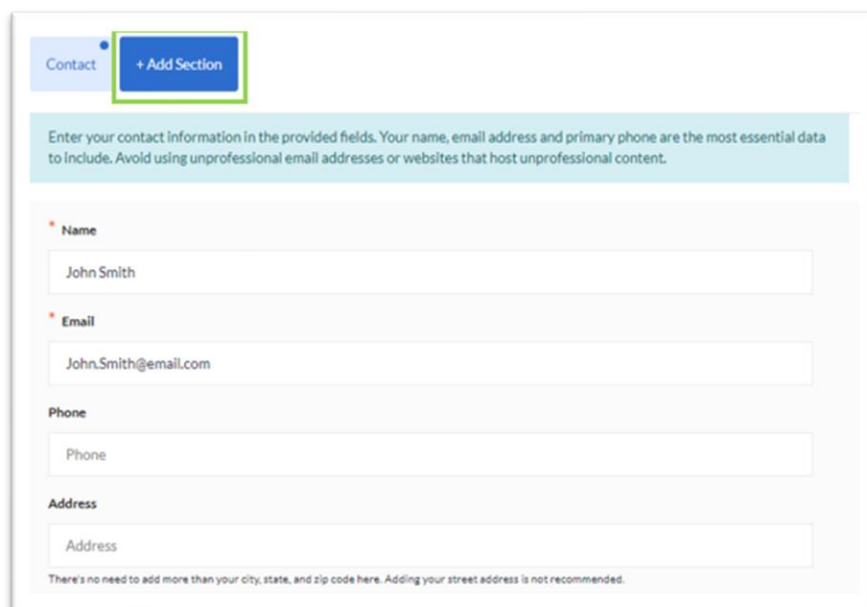
1. If you choose to start a resume from scratch you will be asked to select a resume template.

The screenshot shows the 'Select Resume Template' dialog box. It has a '< Back' button and a close 'X' button. A light blue banner at the top says 'Select a resume template. You can change the template later.' Below this, three resume templates are displayed as cards: 'Bearfort', 'Bigelow', and 'Carter'. Each card shows a preview of the resume layout with a header, contact information, and a profile section. The 'Bigelow' template is highlighted with a light blue border.

2. Once you have chosen a resume template, enter a **Name** and **Description** and click **Save**.



3. On the resume building screen, click the **Edit** button and then update your resume by entering in the information by clicking the **+Add Section** button to customize your resume.



With your resume updated you can:

- Add Comments
- Add Media Comments
- Add Notes
- Tag occupations competencies, or gallery items.

These options are just below the resume you uploaded.

The screenshot displays the Illinois workNet Resume Builder interface. At the top, there's a 'Resume' tab and a 'Sample Resume' section. Below this, it shows 'Created By:' and 'Template:' with a 'Replace Resume' button and icons for download, share, and print. A 'All Keyword Suggestions' button is also visible. The main area shows a resume preview with contact information (1234 Street, Anywhere, IL 62626, 217-123-4567, david@noemail.com) and a 'Profile' section with a sample text about insurance underwriting experience. Below the preview, there's a 'Comments (0)' section with an 'Enter your message' input field, an 'Add Media Comment' button, and an 'Add Comment' button. At the bottom, there's a 'Notes (0)' section with a 'No notes added.' message and a '+ Add Tag' button. A green box highlights the 'Add Tag' button with the text 'Tag with occupations, competencies, or gallery items.'

When you have finished adding comments, notes, and tagging with occupations, you may share it with a workforce partner who may be assisting you by selecting the Share button above the document.



Sharing your document

When sharing your document with others, you can *select the person(s) you are sharing with* by using the following options:

- **Editor** allows the person(s) you are sharing with to make changes to your document.
- **Reviewer** allows the person(s) you are sharing with to make changes and/or leave comments.
- **Viewer** allows the person(s) you are sharing with to only view your document.

To make this selection click **Viewer** and make the appropriate changes.

You may preview what these permissions look like by clicking **Preview Permissions**.

You may also choose to share the document by clicking:

- **Organization People Groups**

You may share the document if you are part of any groups by entering the name of the group in the **Select Group** search. Options will appear based on your search criteria.

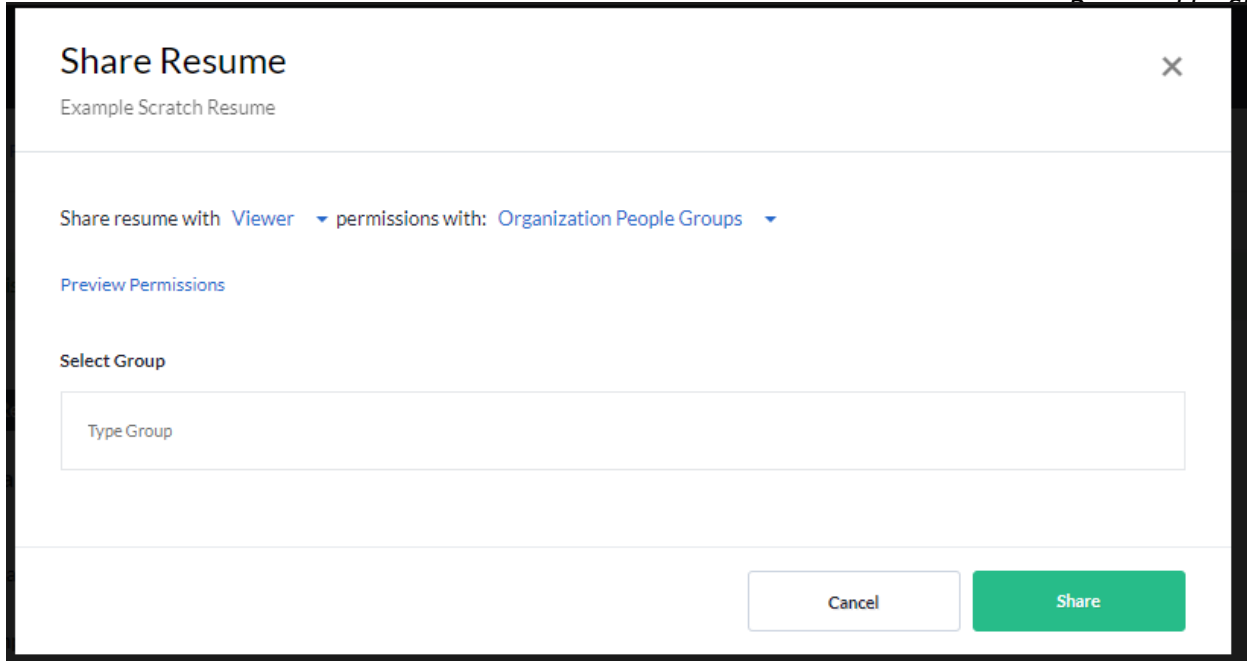
- **Organization People**

You may share the document with specific individuals by entering their name in the **Select People** search. Options will appear based on your search criteria.

- **Anybody with Link**

This will generate a link that you can share with others to access your document.

To make this selection click **Organization People Groups** and make the appropriate changes. Once these have been applied, click the **Share** button to share your document.



Additional Features and User Guides

For additional features and User Guides within the SkillsFirst platform:

- Log in to your Illinois Worknet Account.
- Select Resumes in the dashboard banner.
- When directed to SkillsFirst scroll to the bottom the page and click **User Guide**.
- On the next page, click **Job Seekers**.
Here, you can enter a keyword search for the assistance or feature you are interested in learning about.

These User Guides have the most up-to-date information about the SkillsFirst platform.

Technical Support

Support is available please contact the Illinois workNet team at info@illinoisworknet.com.

Standard business hours are Monday - Friday, 8 AM - 4:30 PM (CST).

The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com. – October 3, 2022 v10