











Purpose: Use the interactive tools, articles, videos, and related resources to:

1. Be able to communicate (written and verbal) your technical, transferable, and workplace skills through your experiences.
2. Customize the way you communicate your skills based on the job requirements.

Steps:	Find It Here: www.illinoisworknet.com
1. Organize your information. This information can be entered into the Resume Builder Tool (requires log-in) for easy access when developing your resume. The personal information worksheet is another option that is available	 Qualify for Jobs (See Prepare Your Resume)  My Dashboard (Resume Builder)
2. Take a look at the Job Skill Guide and Digital Literacy Guide . As you go through the guides, determine if you have those skills or if you need to work on those skills. Use your volunteer experiences, hobbies, extracurricular activities, training, or earned credentials as evidence that you have those skills.	 Qualify for Jobs
3. You can use the Skills Assessment that is available in the Resume Builder Tool (requires log-in) to document your skills. Using this tool can help you store the information in one place. Then it is easy to access when you are ready to create or update your resume that is customized for a specific job opening.	 My Dashboard (Resume Builder)
4. If you would like to get more experience to build your resume and portfolio, try volunteering. You can gain skills, learn about careers, and network with others.	 Qualify for Jobs (See Marketing Your Skills for volunteer tips.)  Network & Connect
5. Learn about the different types of resumes using the Prepare a Resume page and Marketing Your Skills articles. Determine if the functional or combination resume is the best style of resume for your situation.	 Qualify for Jobs
6. Customize your resume and portfolio for each job using the Resume Builder Tool .	 My Dashboard (Resume Builder)
7. Be able to communicate your technical, transferable, and workplace skills through your experiences. You will need to be able to do this through your resume, when networking with others , and in your interview(s).	 Qualify for Jobs  Network & Connect



8. Before you get to the interview process, learn more about preparing for an interview using the [Employment & Hiring Planning](#) articles.
 - a. Make sure that you research the job requirements and the company.
 - b. Prepare for an interview by preparing your 30 second elevator speech, answers to potential interview questions, and putting together questions that you could ask them during an interview.
 - c. Practice the interview with another person. Dress the part, greet and shake hands, answer practice interview questions.
 - d. Be prepared to get the name and contact information for your interviewers so that you can follow-up with a thoughtful thank you email or card immediately following the interview.



Job Openings & Recruiting

(See Employment & Hiring Planning for interview tips.)

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