





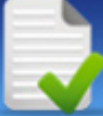
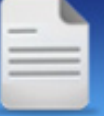




RESUME TIPS IN 30 MINUTES

Illinois workNet Resume Building Tool

- ▶ Building a Resume
 - ▶ Templates
 - ▶ Styles
 - ▶ Tools
 - ▶ Actions

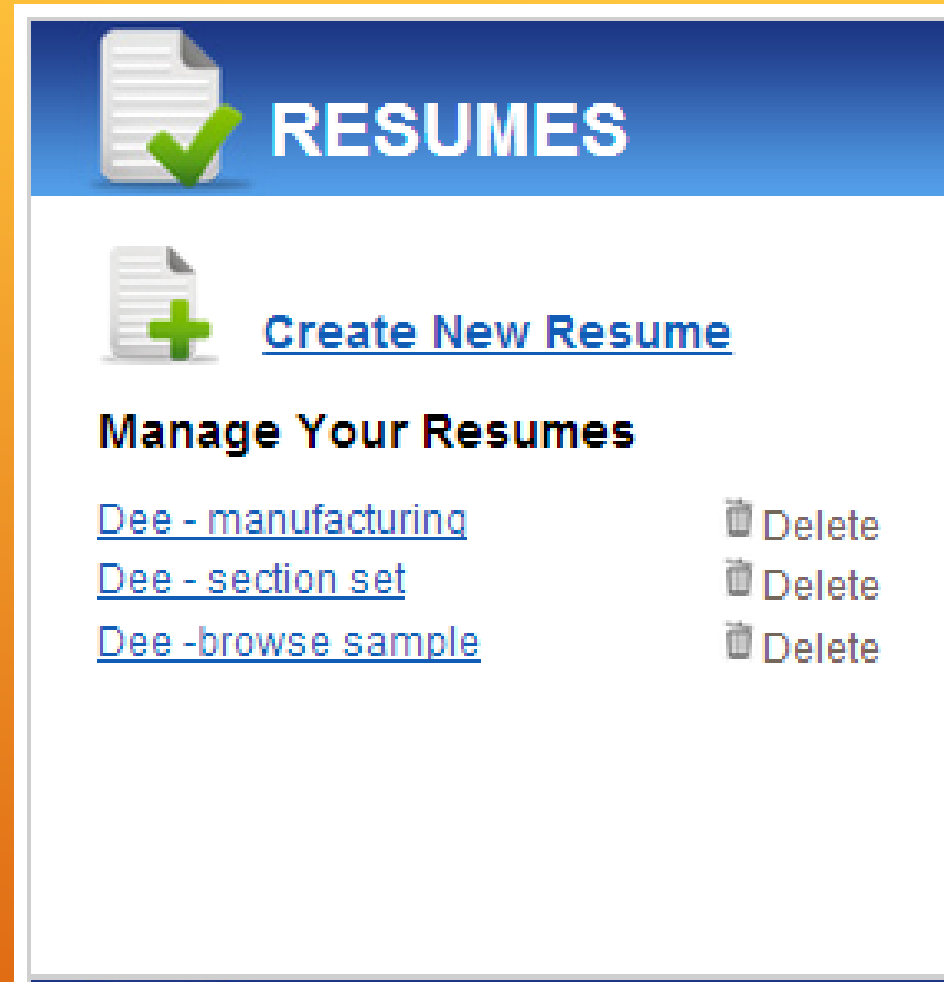
OUR AGENDA

 Looking for a job? Make your resume searchable by employers! [Follow 3 easy steps.](#) [Play Video](#) 

 RESUMES	 LETTERS	 PORTFOLIOS
 Create New Resume Manage Your Resumes No Resumes	 Create New Letter Manage Your Letters No Letters	 Create New Portfolio Manage Your Portfolios No Portfolios

BUILDING A RESUME

- ▶ From the Document Center – Select **Resume Builder**
- ▶ Select **Create New Resume** to get started
- ▶ Select one of your existing resumes to edit or delete

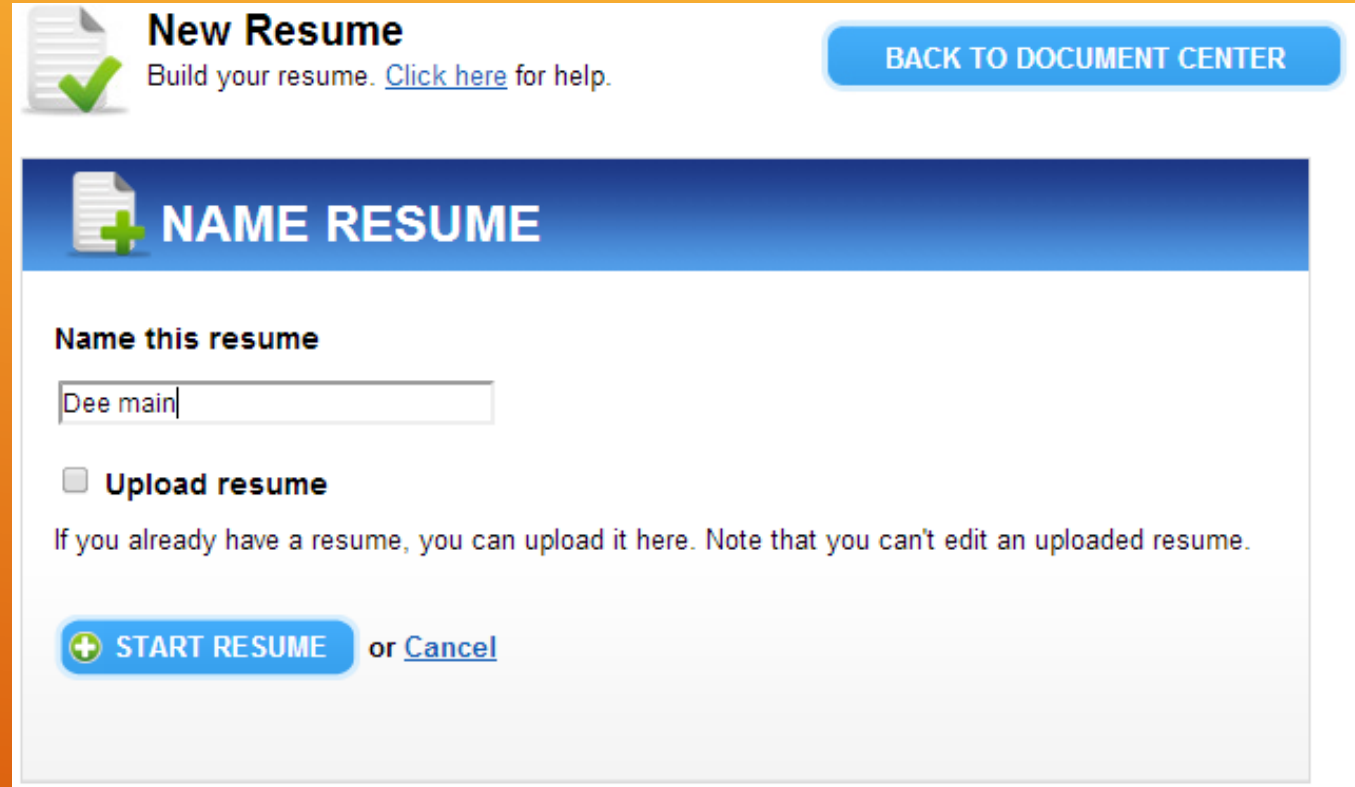
A screenshot of a web interface for resume building. At the top is a blue header with a document icon and a green checkmark, followed by the word "RESUMES" in white. Below the header is a white area with a document icon and a green plus sign, followed by the text "Create New Resume" in blue. Underneath is the heading "Manage Your Resumes" in bold black. A list of three resume titles is shown, each with a blue underline and a trash can icon to its right labeled "Delete".

Manage Your Resumes	
Dee - manufacturing	Delete
Dee - section set	Delete
Dee -browse sample	Delete

RESUME BUILDER

- ▶ Create a new resume
- ▶ Upload an existing resume
 - ▶ You cannot edit a resume that you upload

RESUME BUILDER



New Resume
Build your resume. [Click here](#) for help. [BACK TO DOCUMENT CENTER](#)

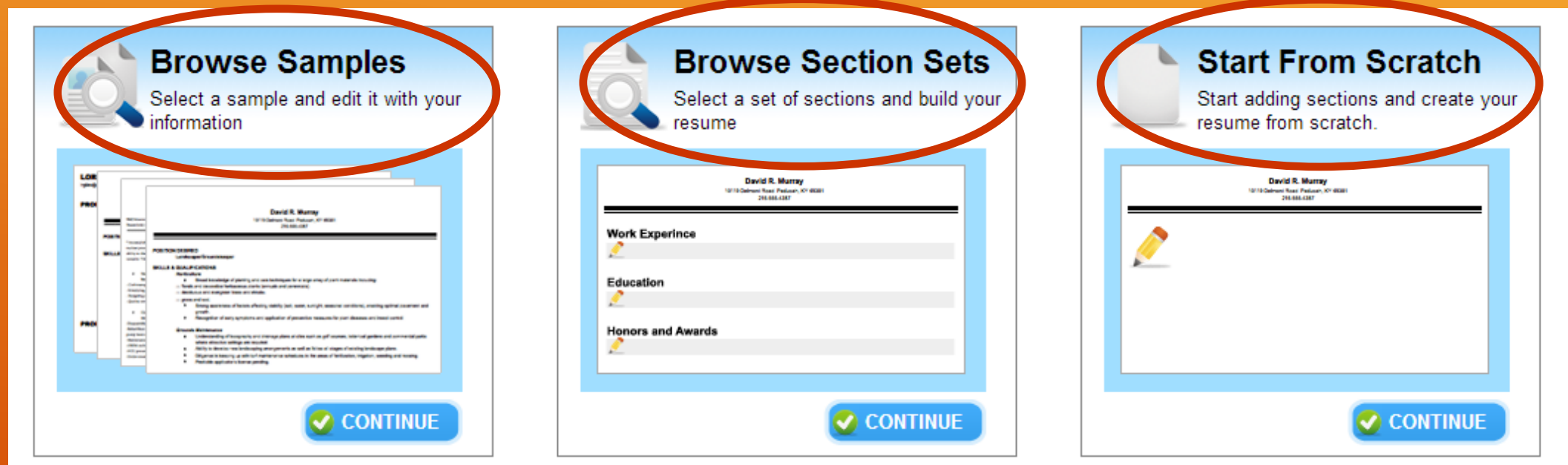
+ NAME RESUME

Name this resume

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

[+ START RESUME](#) or [Cancel](#)

- ▶ Three options are available to create a new resume
- ▶ 145 Templates, Sections only, Start from Scratch



The image displays three options for creating a resume, each in a light blue box with a magnifying glass icon and a 'CONTINUE' button. The first option, 'Browse Samples', shows a stack of resume templates. The second option, 'Browse Section Sets', shows a resume template with sections for 'Work Experience', 'Education', and 'Honors and Awards'. The third option, 'Start From Scratch', shows a blank resume template with a pencil icon.

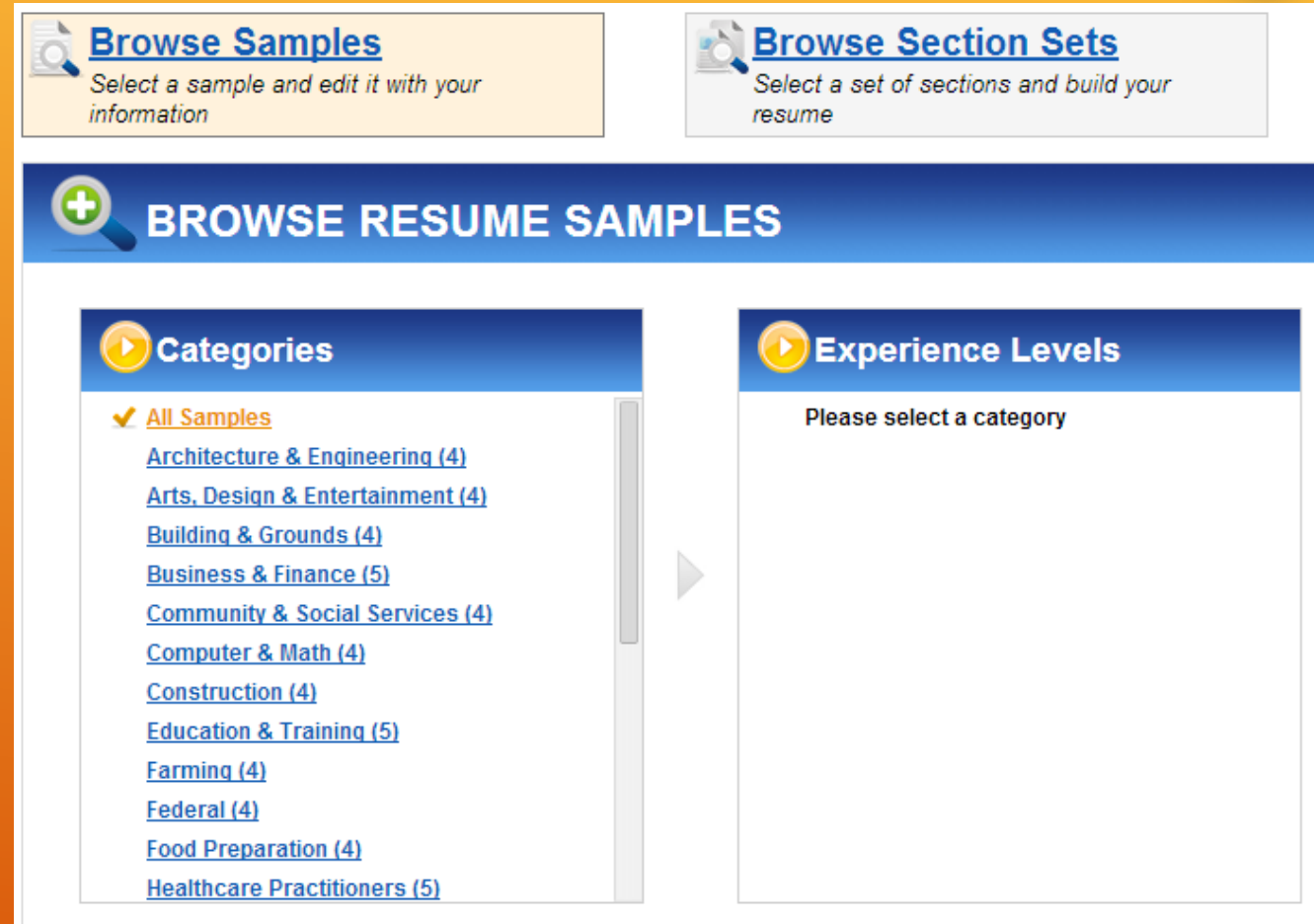
Browse Samples
Select a sample and edit it with your information

Browse Section Sets
Select a set of sections and build your resume

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

► Browse Samples

- provides templates from which you can select a resume to use
- 145 total samples are available



The screenshot shows the 'Browse Resume Samples' interface. At the top, there are two buttons: 'Browse Samples' (with a magnifying glass icon) and 'Browse Section Sets' (with a magnifying glass icon). Below these is a blue header bar with a green plus icon and the text 'BROWSE RESUME SAMPLES'. The main content area is divided into two columns. The left column is titled 'Categories' and contains a list of sample categories with a checkmark icon next to 'All Samples'. The right column is titled 'Experience Levels' and contains the text 'Please select a category'.

Browse Samples
Select a sample and edit it with your information

Browse Section Sets
Select a set of sections and build your resume

BROWSE RESUME SAMPLES

Categories

- ✓ [All Samples](#)
- [Architecture & Engineering \(4\)](#)
- [Arts, Design & Entertainment \(4\)](#)
- [Building & Grounds \(4\)](#)
- [Business & Finance \(5\)](#)
- [Community & Social Services \(4\)](#)
- [Computer & Math \(4\)](#)
- [Construction \(4\)](#)
- [Education & Training \(5\)](#)
- [Farming \(4\)](#)
- [Federal \(4\)](#)
- [Food Preparation \(4\)](#)
- [Healthcare Practitioners \(5\)](#)

Experience Levels





Please select a category

- ▶ Pick from the industry category and experience level
- ▶ Samples appear at the bottom of the screen

Browse Samples
Select a sample and edit it with your information

Browse Section Sets
Select a set of sections and build your resume

Start From Scratch
Start adding sections and create your resume from scratch

BROWSE RESUME SAMPLES Email     More...

Categories

- [Healthcare Support \(4\)](#)
- [Human Resources \(4\)](#)
- [Installation & Maintenance \(4\)](#)
- [Legal \(4\)](#)
- [Management \(5\)](#)
- [Military \(4\)](#)
- [Office & Administrative \(4\)](#)
- [Personal Care \(4\)](#)
- [✓ Production \(6\)](#)
- [Protective Service \(4\)](#)
- [Sales \(4\)](#)
- [Science \(4\)](#)
- [Transportation \(6\)](#)

Experience Levels

- [Entry-Level \(2\)](#)
- [Mid-Career \(3\)](#)
- [Experienced \(1\)](#)

TOP 5 TIPS FOR WRITING BEST-IN-CLASS RESUMES

- Highlight performance improvements.**
Resumes for people in production and manufacturing can be filled with wonderful, quantifiable achievements such as percentages of improvement in productivity, efficiency, quality, production output, customer satisfaction and more. Conversely, you can also focus on reductions in operating costs, material expenses, scrap and more.
- Showcase your financial contributions.**
Bottom-line, every business, industry and profession is about ... [Read More](#)

6 Samples

Production - EL 1

Bentley T. Firestone
Automotive Industry Production Management
1605 Campus Court, bentleyfire@mailtrust.com #34 (323) 676-9886

Production - EL 2

SARAH K. BAKERSFIELD
222 Grant Avenue, (814) 447-0275 #31 sbakersfiledBSIE@gmail.com Warren, PA 16365

Production - EX 2

SIMON R. LASSITER
27 Elm Street Grove Park, IL 60678 Mobile: 312.555.8709 simonlass@aol.com

► Review the sample thumbnail views

6 Samples

Production - EL 1

Bentley T. Firestone
Automotive Industry Production Management

1605 Campus Court, bentleytfire@mailtrust.com
#34 (323) 676-9886
Las Cruces, NM 27614

Education
M.S. Industrial Engineering
New Mexico State University, Las Cruces, NM
Specialty in Engineering Management
Anticipated Graduation Date: 05/2014

B.S. Industrial Engineering, 05/2012
The University of Texas at El Paso, El Paso, TX
Cum Laude
GPA: 3.73

Relevant Coursework

+ Select

Production - EL 2

SARAH K. BAKERSFIELD

222 Grant Avenue, (814) 447-0275
#31 sbakersfiledBSIE@gmail.com
Warren, PA 16365

OBJECTIVE

Searching for a full time Industrial Engineering position in a company where I can employ my lean/six sigma, operations research, data analysis and project management skills

EDUCATION

The Pennsylvania State University, State College, PA
Harold and Inge Marcus Department of Industrial and Manufacturing Engineering
Bachelor of Science in Industrial Engineering, Sept. 2014
GPA: 3.7/4.0

+ Select

Production - EX 1

SIMON R. LASSITER

27 Elm Street
Grove Park, IL 60678
Mobile:
312.555.8709 simonlass@aol.com

SENIOR MANUFACTURING INDUSTRY EXECUTIVE

President / Vice President / Chief Operating Officer / General Manager Start-Up Ventures / Turnarounds & Revitalizations / High-Growth Companies / Multinational Corporations

* Multi-Site Operations Management	* Multi-Site P&L Management
* Global Sales & Marketing Leadership	* Budgeting, Finance & Cost Reduction

+ Select

Production - MC 1

DAVID L. ANDERSON

7209 Custer Drive
Pittsburgh, PA 15922
412.555.2827
andersondl@yahoo.com

PRODUCTION MANAGER / MANUFACTURING MANAGER

Production - MC 2

SAM GARRETT

5645 Franklin Boulevard
Key West, FL 39934
(305) 555-4534 samgarrett@gmail.com

QUALIFICATIONS SUMMARY

Fifteen years' progressively responsible experience in

Production - MC 3

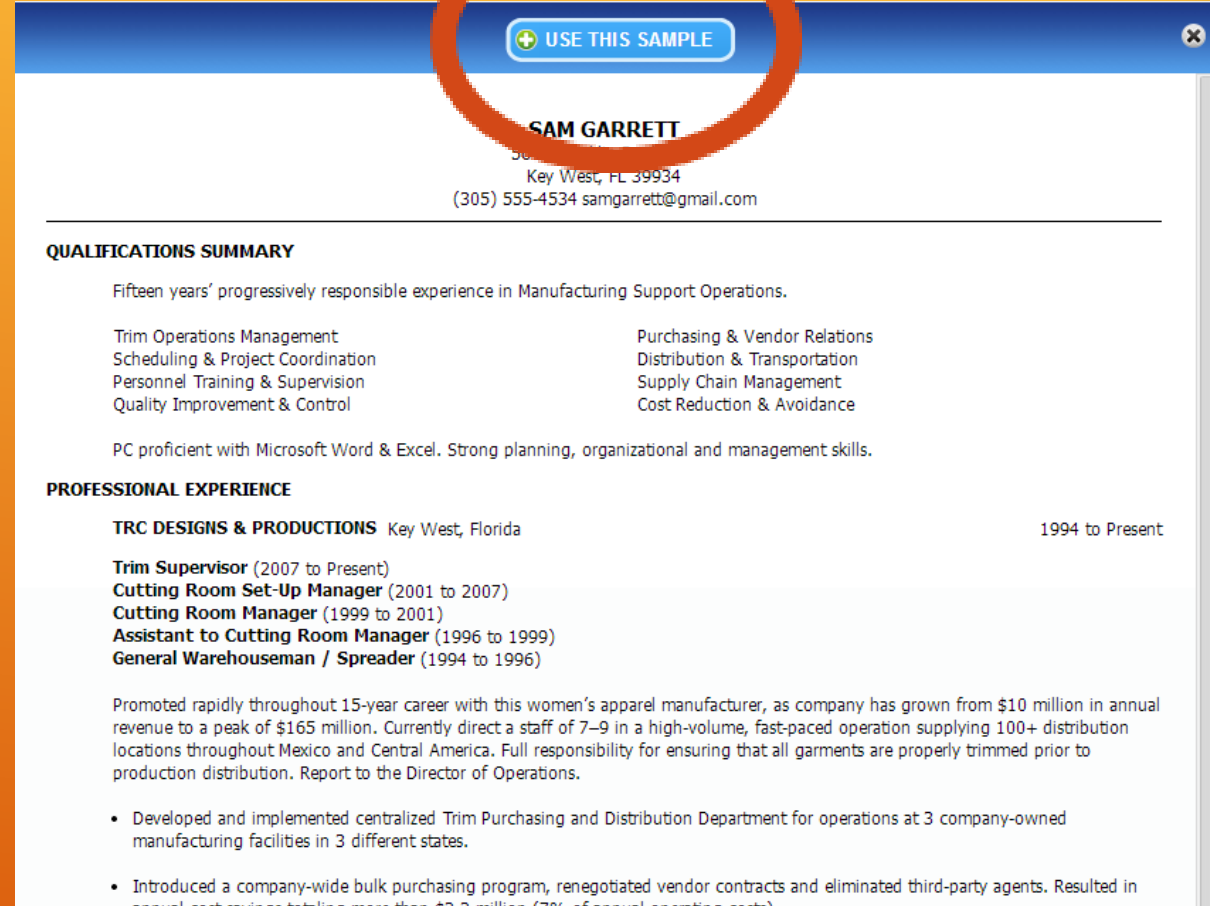
Susan Anderson

212 Harrison Road, Apt. 409
Cransville, OK 45535
(504) 555-4490
suzyann@hotmail.com

Profile

- Team Lead and Production

- ▶ Review a full-size sample
- ▶ When you find one you wish to use, select **Use this Sample**



USE THIS SAMPLE

SAM GARRETT
 Key West, FL 39934
 (305) 555-4534 samgarrett@gmail.com

QUALIFICATIONS SUMMARY

Fifteen years' progressively responsible experience in Manufacturing Support Operations.

Trim Operations Management	Purchasing & Vendor Relations
Scheduling & Project Coordination	Distribution & Transportation
Personnel Training & Supervision	Supply Chain Management
Quality Improvement & Control	Cost Reduction & Avoidance

PC proficient with Microsoft Word & Excel. Strong planning, organizational and management skills.

PROFESSIONAL EXPERIENCE

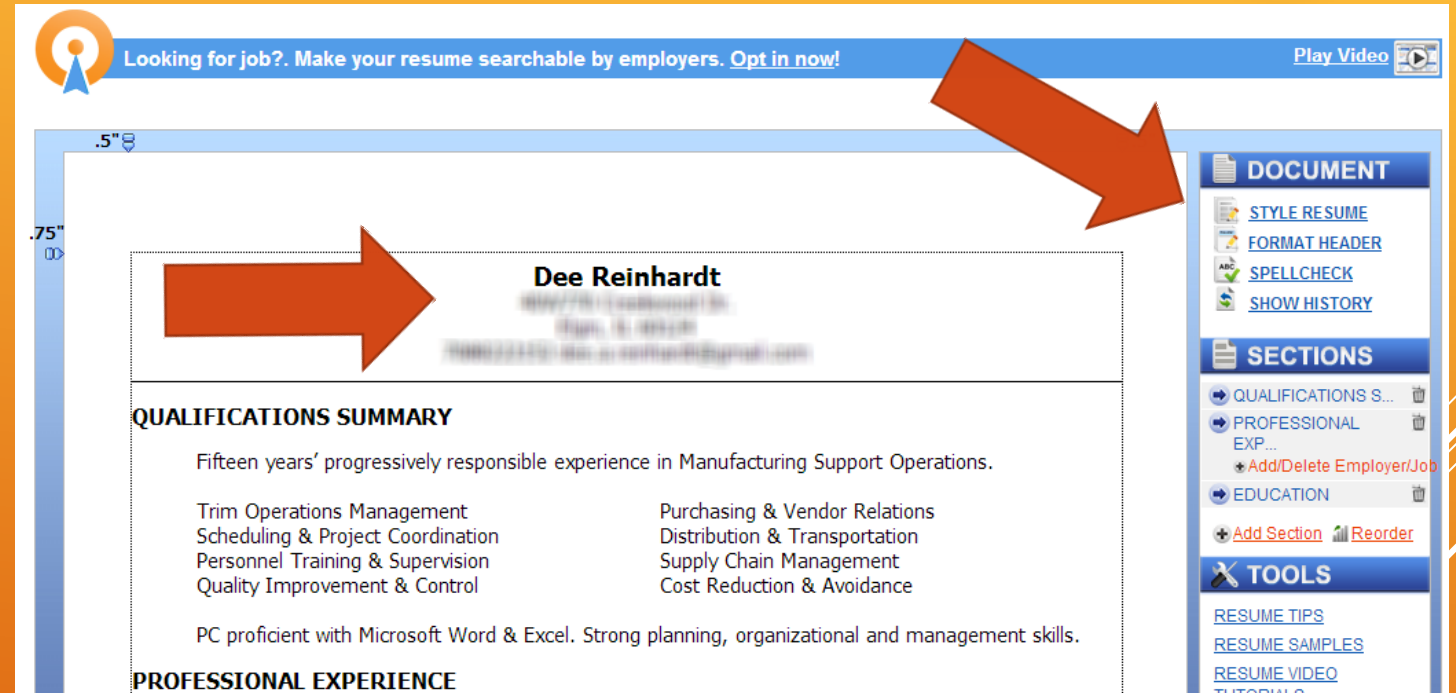
TRC DESIGNS & PRODUCTIONS Key West, Florida 1994 to Present

Trim Supervisor (2007 to Present)
Cutting Room Set-Up Manager (2001 to 2007)
Cutting Room Manager (1999 to 2001)
Assistant to Cutting Room Manager (1996 to 1999)
General Warehouseman / Spreader (1994 to 1996)

Promoted rapidly throughout 15-year career with this women's apparel manufacturer, as company has grown from \$10 million in annual revenue to a peak of \$165 million. Currently direct a staff of 7-9 in a high-volume, fast-paced operation supplying 100+ distribution locations throughout Mexico and Central America. Full responsibility for ensuring that all garments are properly trimmed prior to production distribution. Report to the Director of Operations.

- Developed and implemented centralized Trim Purchasing and Distribution Department for operations at 3 company-owned manufacturing facilities in 3 different states.
- Introduced a company-wide bulk purchasing program, renegotiated vendor contracts and eliminated third-party agents. Resulted in annual cost savings totaling more than \$2.2 million (7% of annual operating costs).

- ▶ After making your selection, the builder automatically enters your contact information
- ▶ You can edit the different areas with YOUR information



Looking for job?. Make your resume searchable by employers. [Opt in now!](#) [Play Video](#)

Dee Reinhardt
1500 N. Lincoln St.
Naperville, IL 60563
1500 N. Lincoln St. Naperville, IL 60563

QUALIFICATIONS SUMMARY

Fifteen years' progressively responsible experience in Manufacturing Support Operations.

Trim Operations Management	Purchasing & Vendor Relations
Scheduling & Project Coordination	Distribution & Transportation
Personnel Training & Supervision	Supply Chain Management
Quality Improvement & Control	Cost Reduction & Avoidance

PC proficient with Microsoft Word & Excel. Strong planning, organizational and management skills.

PROFESSIONAL EXPERIENCE

DOCUMENT

- [STYLE RESUME](#)
- [FORMAT HEADER](#)
- [SPELLCHECK](#)
- [SHOW HISTORY](#)

SECTIONS

- [QUALIFICATIONS S...](#)
- [PROFESSIONAL EXP...](#)
[Add/Delete Employer/Job](#)
- [EDUCATION](#)
[Add Section](#) [Reorder](#)

TOOLS

- [RESUME TIPS](#)
- [RESUME SAMPLES](#)
- [RESUME VIDEO TUTORIALS](#)

- ▶ Examples
- ▶ Action Verbs
- ▶ Infobytes
- ▶ Help you with suggestions to make your resume stronger



Examples

Action Verbs

Infobytes

SECTION EXAMPLES

✓ **Non-Exempt/Entry**

Experienced Professionals

Managers/Supervisors

Executives

Section Type

[Achievements](#)

[Activities](#)

[Additional training](#)

[Education](#)

✓ **Work experience**

[Exhibitions/performance](#)

[Headline](#)

[Honors and awards](#)

[Licensure/certifications](#)

[Memberships](#)

[Military background](#)

[Objective](#)

[Personal interests](#)

Examples



An **EXPERIENCE** section is one of the most important parts of your resume. Its purpose is to demonstrate that your past and present... [Read More](#)



Administrative Assistant

- Performed data analysis, gaining a good perspective on accounting methodologies
- Planned and designed clerical education material which was adopted by the American Diabetes Association
- Assisted with administrative tasks such as grant writing, budget review, and clinic chart audits, and was given increased responsibilities and recognition for a job well done.



Customer Service Representative

- Assisted customers with video selection and payment. Became a key resource for screening new hires.
- Provided translation assistance for Spanish-speaking customers, leading to an increase of business of over \$2K per month.

Example

Action Verbs

Infobytes

ACTION VERBS

When possible, you should begin each description, accomplishment or job responsibility on your resume with an action verb. When you select a category, related action verbs will appear in the box to the right.

Categories

STRATEGIC WORDS

ORGANIZATIONAL WORDS

ANALYTICAL WORDS

✓ TACTICAL WORDS

Action Words

+ Add accelerated

+ Add advanced

+ Add advised

+ Add amplified

+ Add augmented

+ Add capitalized

Examples

Action Verbs

Infobytes

▶ INFOBYTE

i Add additional information or a personal touch to your web resume with an infobyte.

✓ SAVE

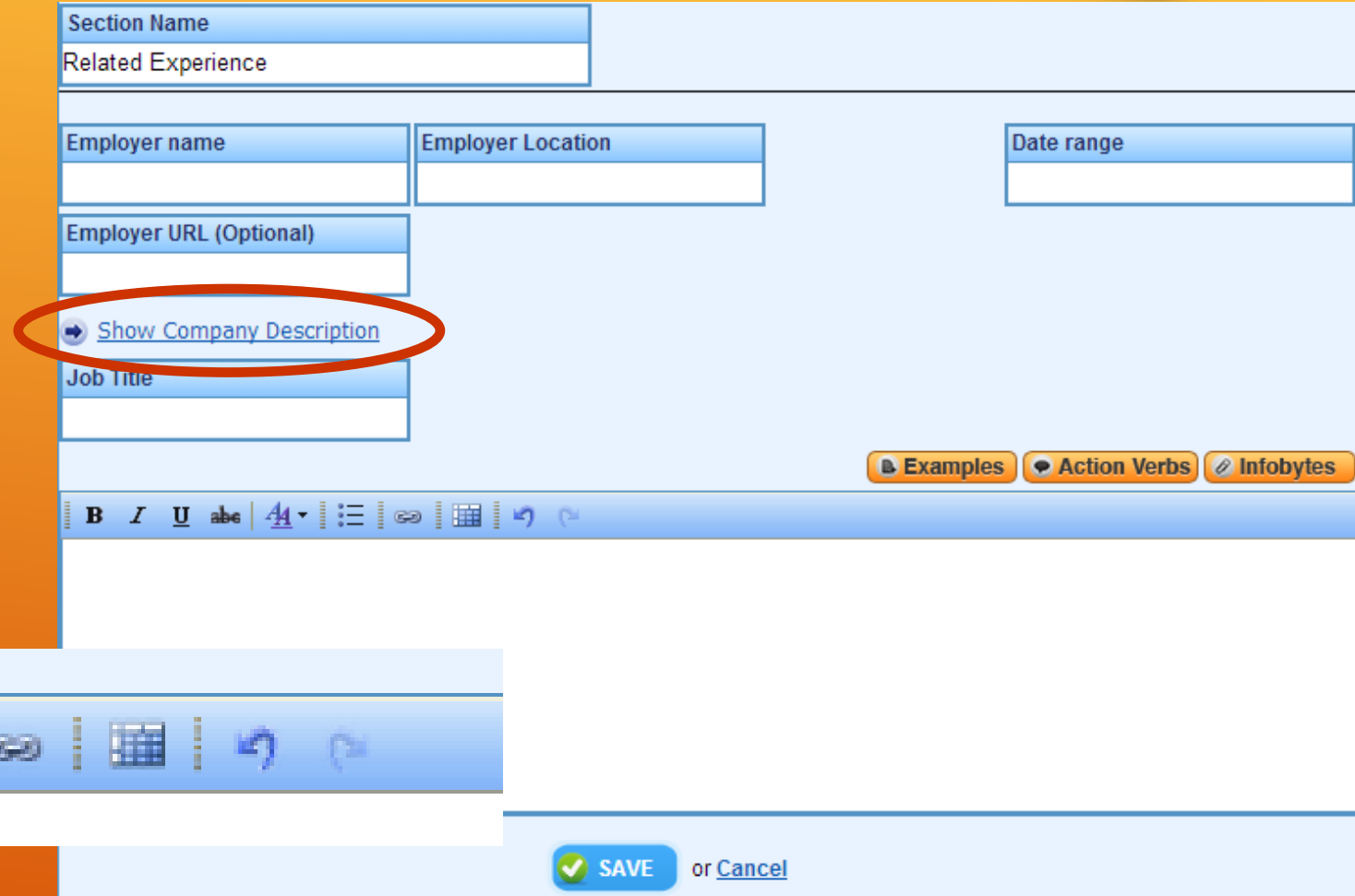
✓ PREVIEW

or [Cancel](#)

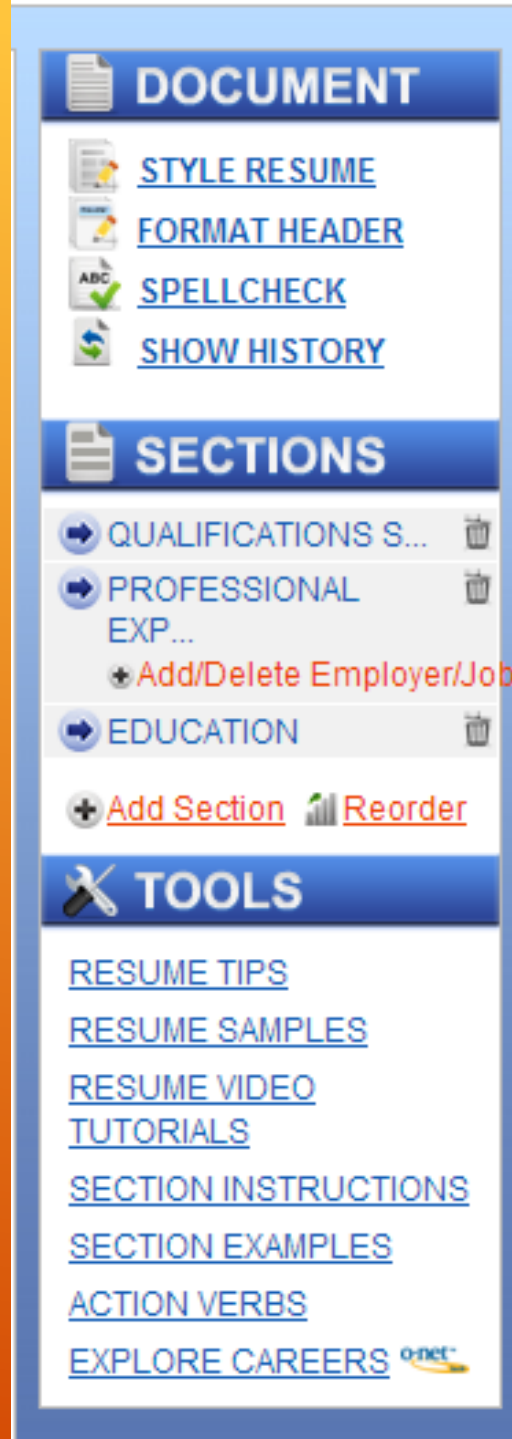
This is a great way to include a problem, action and result that helped you save the employer time or money.

▶ **Experience**
allows you to
add:

- ▶ Employer Name
- ▶ Employer Location
- ▶ Employer website
- ▶ Company Description
- ▶ Date range of employment
- ▶ Job Title
- ▶ Job Description
- ▶ Use WYSIWYG tools



- ▶ The edit tools help you:
 - ▶ Style your resume
 - ▶ Format
 - ▶ Spellcheck
 - ▶ Edit, reorder or delete sections
 - ▶ Offer tips and instructions

A screenshot of the Illinois workNet Resume Building Tool interface. It is organized into three main sections: DOCUMENT, SECTIONS, and TOOLS. The DOCUMENT section includes links for STYLE RESUME, FORMAT HEADER, SPELLCHECK, and SHOW HISTORY. The SECTIONS section lists QUALIFICATIONS S..., PROFESSIONAL EXP..., and EDUCATION, each with a trash icon and a plus icon for adding or deleting. Below these are links for Add Section and Reorder. The TOOLS section includes links for RESUME TIPS, RESUME SAMPLES, RESUME VIDEO TUTORIALS, SECTION INSTRUCTIONS, SECTION EXAMPLES, ACTION VERBS, and EXPLORE CAREERS, with a small o-net logo at the bottom right.

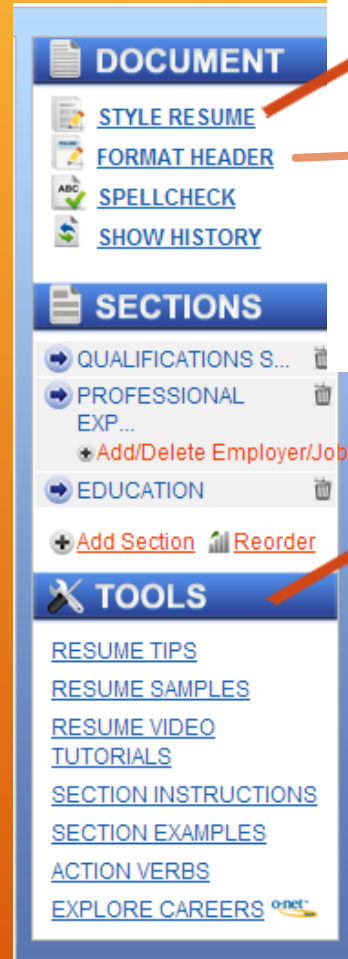
RESUME BUILDER

▶ **Tools** help you make your resume unique.

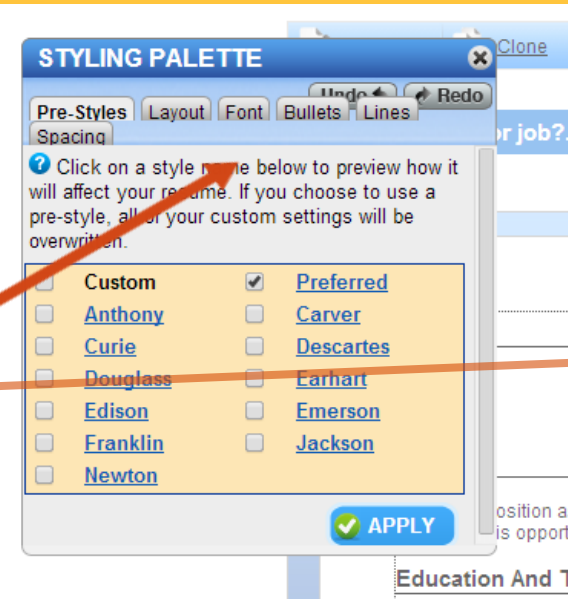
- ▶ Formatting
- ▶ Spell Check
- ▶ History

▶ Sections

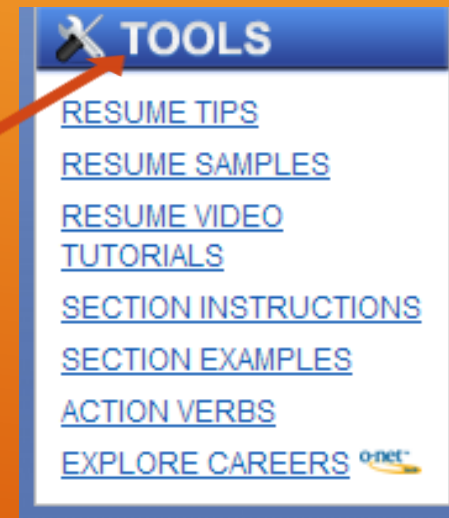
▶ Resources



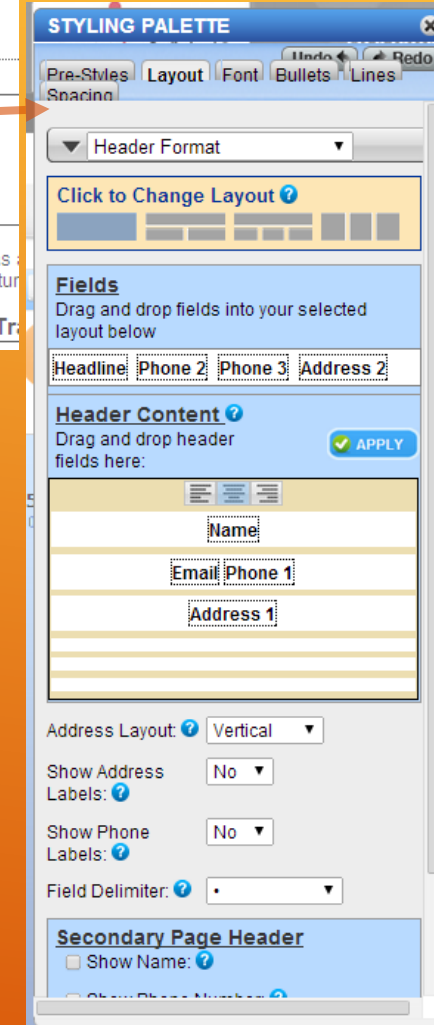
The screenshot shows the left-hand navigation menu. The 'DOCUMENT' section includes links for 'STYLE RESUME', 'FORMAT HEADER', 'SPELLCHECK', and 'SHOW HISTORY'. The 'SECTIONS' section includes 'QUALIFICATIONS S...', 'PROFESSIONAL EXP...', 'Add/Delete Employer/Job', and 'EDUCATION'. The 'TOOLS' section includes 'RESUME TIPS', 'RESUME SAMPLES', 'RESUME VIDEO TUTORIALS', 'SECTION INSTRUCTIONS', 'SECTION EXAMPLES', 'ACTION VERBS', and 'EXPLORE CAREERS'.



The screenshot shows the 'STYLING PALETTE' window with the 'Pre-Styles' tab selected. It lists various pre-styles such as 'Custom', 'Preferred', 'Anthony', 'Carver', 'Curie', 'Descartes', 'Douglass', 'Earhart', 'Edison', 'Emerson', 'Franklin', 'Jackson', and 'Newton'. An 'APPLY' button is visible at the bottom.



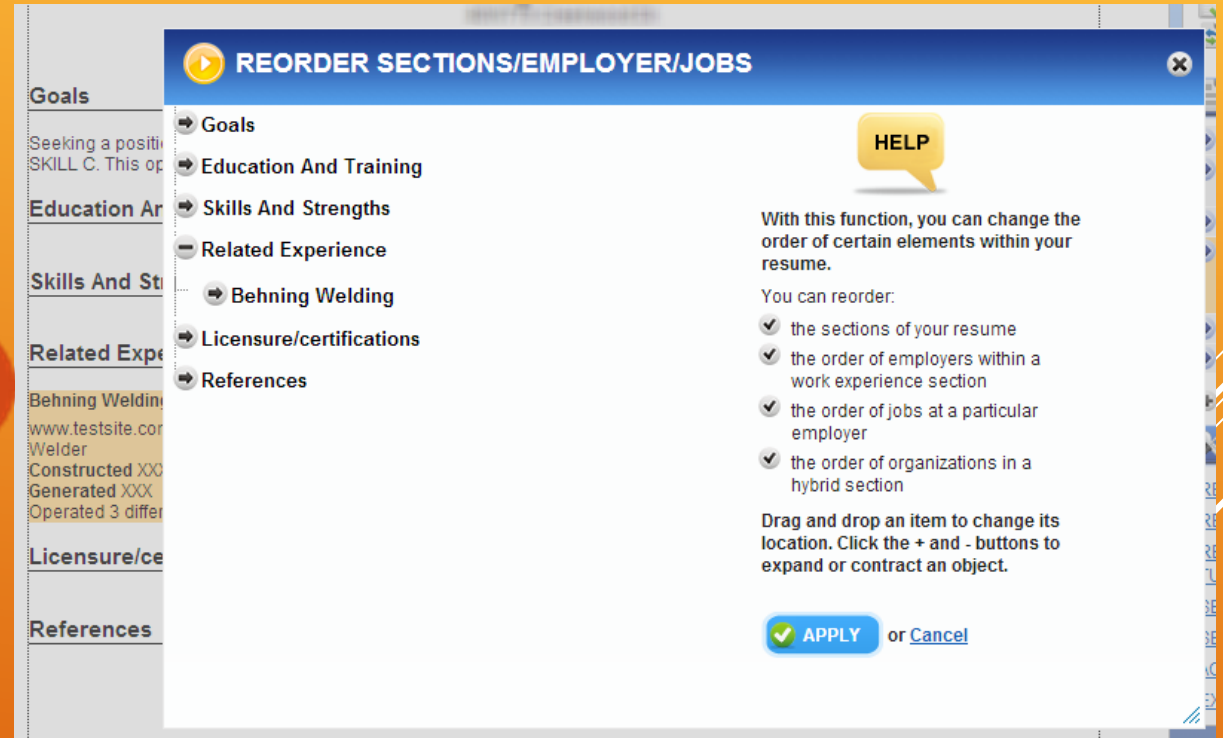
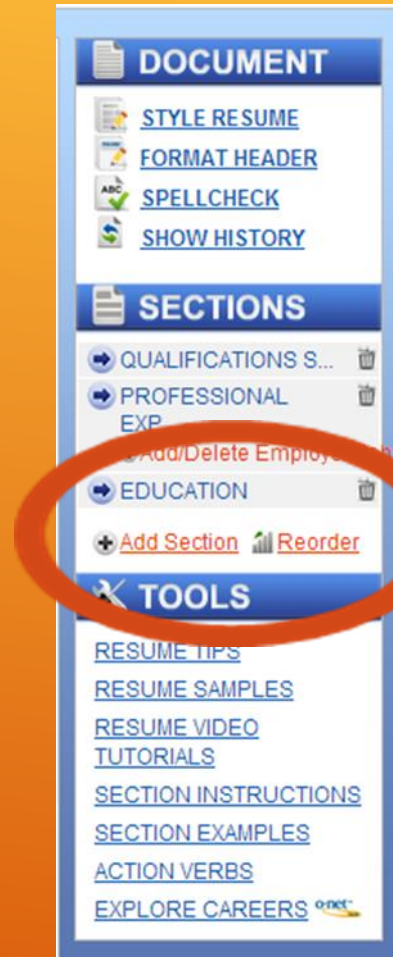
The screenshot shows the 'TOOLS' menu with a list of resources: 'RESUME TIPS', 'RESUME SAMPLES', 'RESUME VIDEO TUTORIALS', 'SECTION INSTRUCTIONS', 'SECTION EXAMPLES', 'ACTION VERBS', and 'EXPLORE CAREERS'.



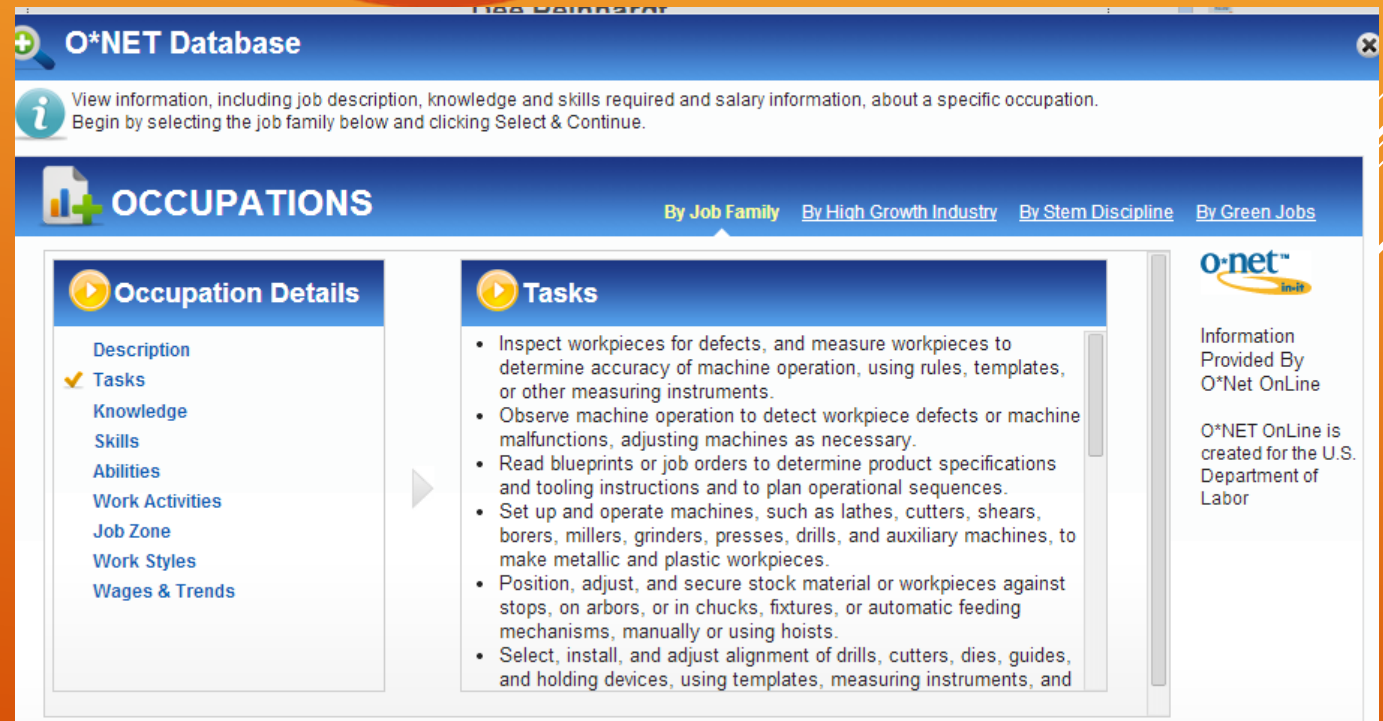
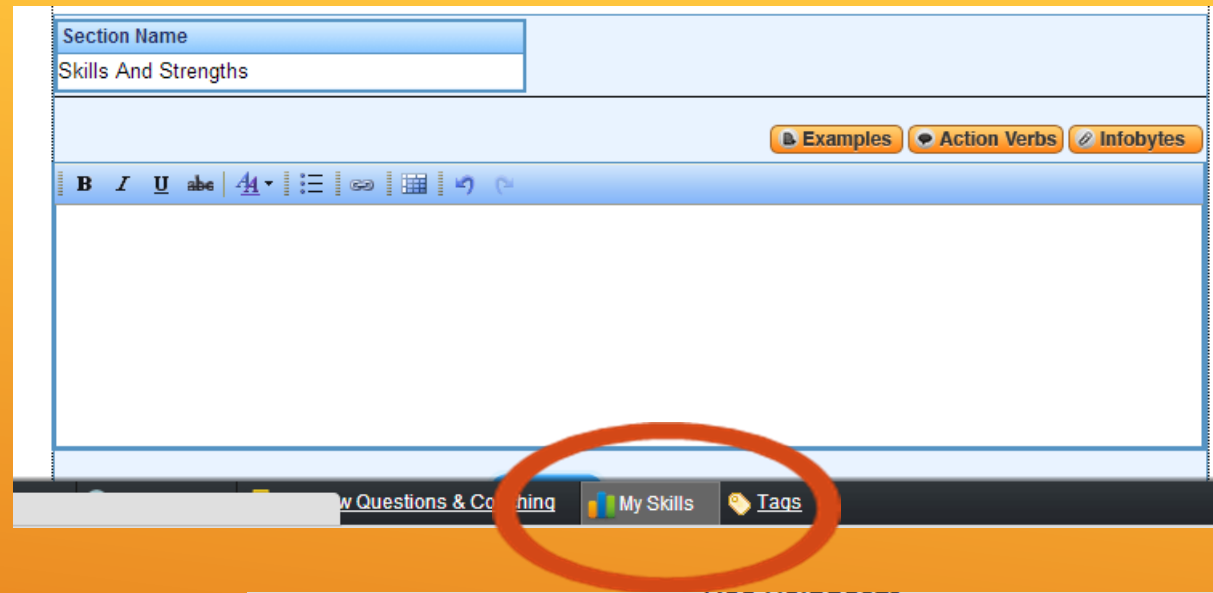
The screenshot shows the 'STYLING PALETTE' window with the 'Layout' tab selected. It displays 'Header Format' and 'Header Content' options. The 'Header Content' section includes fields for 'Name', 'Email Phone 1', and 'Address 1'. There are also options for 'Address Layout', 'Show Address Labels', 'Show Phone Labels', and 'Field Delimiter'.

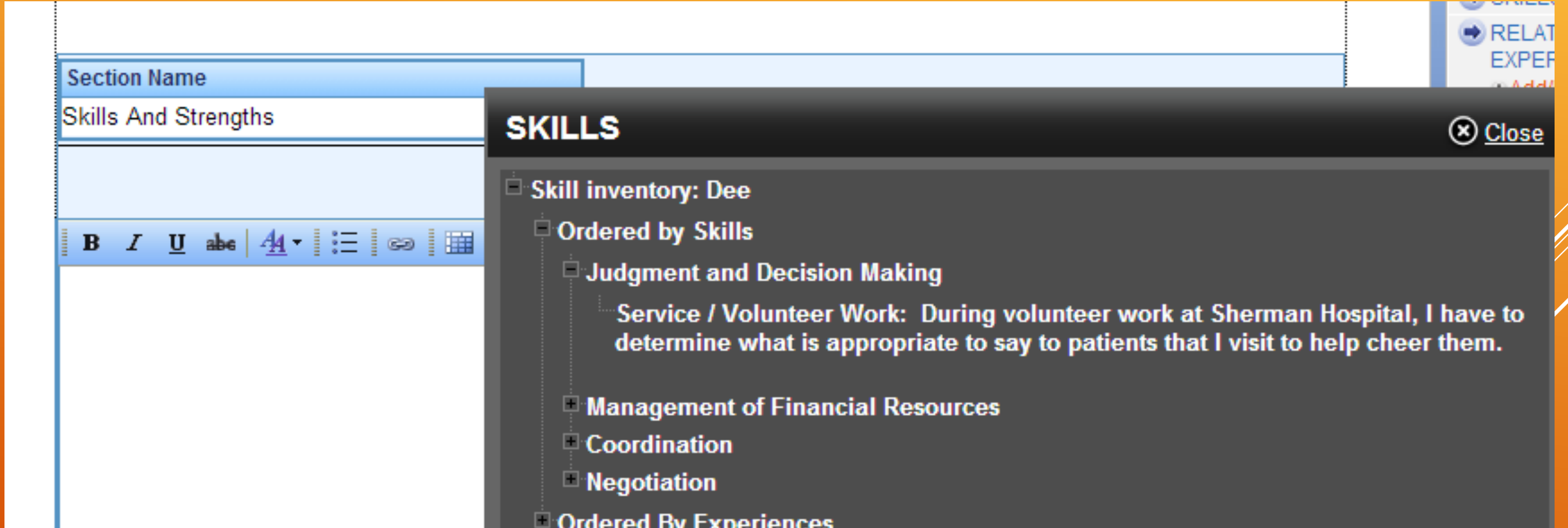
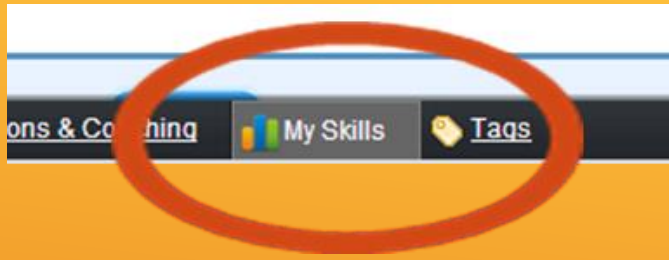
RESUME BUILDER

- ▶ Reorder the sections
- ▶ Reorder bullets within a section



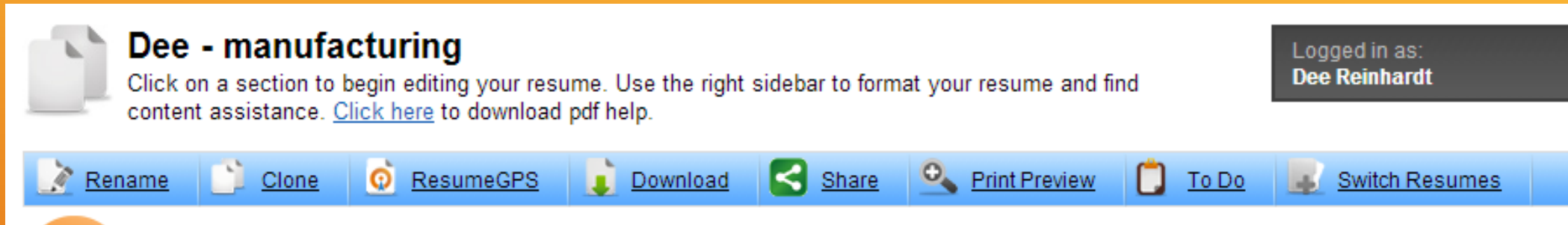
- ▶ The Skills Section helps you by allowing you to include key terms and phrases from your industry
- ▶ Pull terms from your **My Skills**
- ▶ Make use of the ONET tool to help you add the proper keywords



A screenshot of the 'SKILLS' dialog box in the resume builder. The dialog has a title bar with 'SKILLS' and a 'Close' button. The main content area shows a tree view with the following structure:

- [-] Skill inventory: Dee
 - [-] Ordered by Skills
 - [-] Judgment and Decision Making
 - Service / Volunteer Work: During volunteer work at Sherman Hospital, I have to determine what is appropriate to say to patients that I visit to help cheer them.
 - [+] Management of Financial Resources
 - [+] Coordination
 - [+] Negotiation
 - [+] Ordered By Experiences

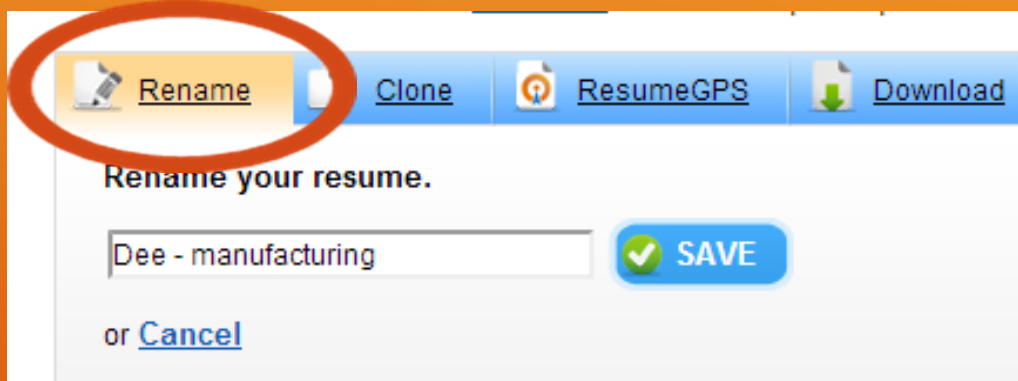
- ▶ While in the resume builder you have additional tools
 - ▶ Rename, Clone, GPS, Download, Share, Print Preview, To Do, or Switch Resumes



Dee - manufacturing Logged in as: **Dee Reinhardt**

Click on a section to begin editing your resume. Use the right sidebar to format your resume and find content assistance. [Click here](#) to download pdf help.

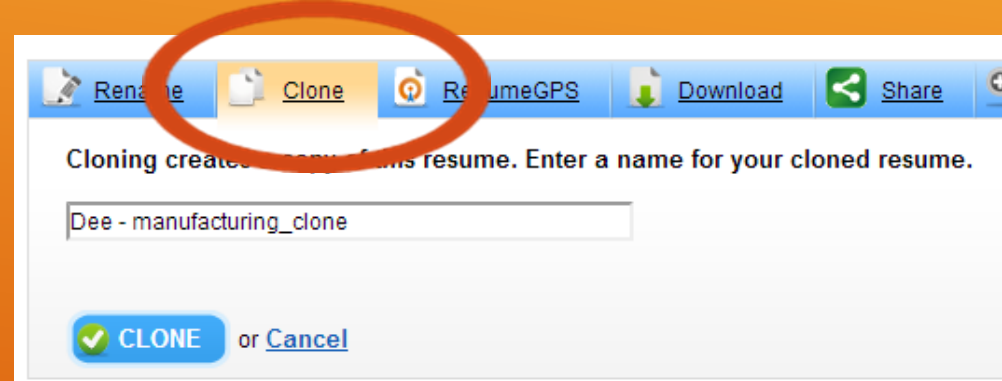
Tools: Rename, Clone, ResumeGPS, Download, Share, Print Preview, To Do, Switch Resumes



Rename your resume.

Dee - manufacturing

or [Cancel](#)



Cloning creates a copy of this resume. Enter a name for your cloned resume.

Dee - manufacturing_clone

or [Cancel](#)

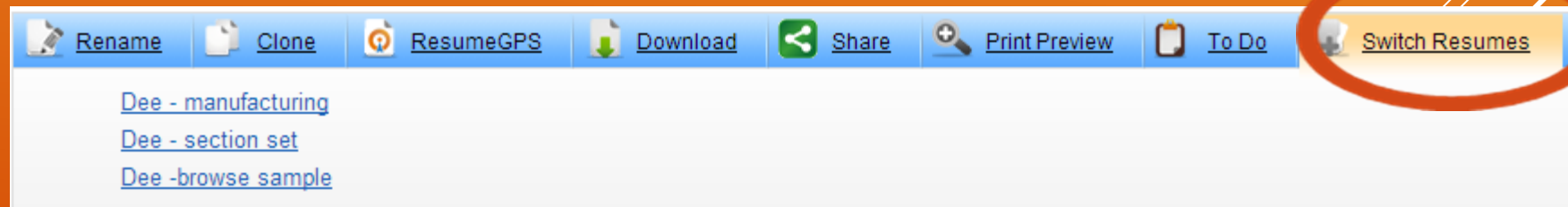
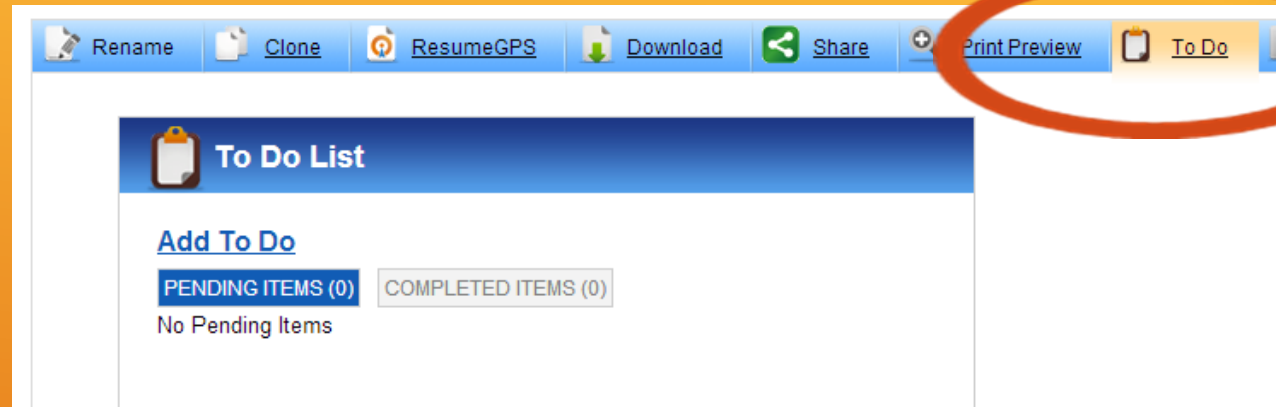
- ▶ **GPS** - Opt-in to share with employers
- ▶ Download your finished version
- ▶ Share by email or other system



The image displays three screenshots of the Illinois WorkNet Resume Builder interface, with key elements highlighted by red circles:

- Top Screenshot:** Shows the 'ResumeGPS' button in the top navigation bar, which is circled in red. Below it is the 'OPT-IN' section with a checkbox and the text: "This is my GPS Resume. GPS Resumes are searchable by employers and can be included in resume books."
- Middle Screenshot:** Shows the 'Download' button in the top navigation bar, circled in red. Below it are four download options: "Microsoft® Word Compatible" (RTF), "PDF", "HTML", and "Plain Text".
- Bottom Screenshot:** Shows the 'SHARE RESUME INSTRUCTIONS' section, circled in red. It contains two instructions: "1. Copy and paste the link below into a message and forward it to career counselors or employers. This is your public link, which can be viewed by people without an Optimal Resume account." and "2. Click on the Share button, where you can post your resume on a variety of social networking sites, such as LinkedIn, Facebook, Twitter." Below the instructions is a long URL and a 'SHARE' button with social media icons.

- ▶ Preview the print version
- ▶ Make a list of things To Do for your resume
- ▶ Switch between resumes in case you need to make multiple changes





QUESTIONS

For more information:

Email – info@illinoisworknet.com

Visit us at:

