

JobZone

How to Create a Quick Resume in JobZone using Fields in OSOS

Completing a thorough OSOS customer record will enable you to create a Quick JobZone resume. Information recorded in the fields of OSOS are pulled into the customer's JobZone account. The sharing of information makes it possible to create a JobZone resume in just a few steps.

The majority of the work is completed during your OSOS data entry. The more thorough your data entry is the more detailed your customer's quick resume will be.

The information in OSOS that will need to be completed in order to create a quick resume includes fields in; the General Information tab, the Work History tab, the Education and Licenses tab, and the Skills tab.

OSOS DATA ENTRY

General Info tab: OSOS

On the General Info tab, the customer's Name, Address, Phone number, Email address, and URL (if provided) will be saved into the contact information of the resume builder in JobZone and appear on the final resume.

The screenshot displays the 'Customer Detail' form for 'Macintosh, Bob'. The form is organized into several sections:

- Customer Data:** Includes fields for SSN, Status (Active), Job Seeker (Inactive), Username (NYGOVKATLINMCKEEVERr), Password (KMcb3c), Last Name (Macintosh), First Name (Bob), Date of Birth (11/07/1987), Gender (Male), and Portfolio Lvl. (JobZone Adult). A red box highlights the Last Name, First Name, and Address fields.
- Address:** 10 State Street, Albany, New York, 12202. Includes fields for County (Albany), Country (United States), Metro, Phone (518-444-6666), Ext., Alt., Fax, Email (Bob.Macintosh@Mail.com), and URL.
- Ethnic Heritage & Race:** (Empty field)
- Education & Employment:** Includes Education Level (HS + 2 yr Associates Degree), School Status (Not Attending School; Secondary Scho), Employment Status (Not Employed), Underemployed, and Long Term Unemployed.
- Contact Preferences:** Includes checkboxes for Use Postal, Pri. Phone, Alt. Phone, Fax, Email (checked), and Resume Contact Info.
- Customer Assignment:** Includes Staff Assigned (Administrator, SelfService), WB Assigned (NYS DOL - CO), Agency (Department of Labor), Office (NY9999), UI Claimant (Seek (Subject to Work Search)), Registered (02/24/2015), Origin (Self Service), Profiled, Profiled Date, Internet Resume (checked), and Confidential (unchecked).

At the bottom of the form, there is a navigation bar with buttons for Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.

Work History tab: OSOS

The customer's Job Title, Employer, Employer's Address, Start Date, End Date, and most importantly, the Job Duties from each Job Title in the Work History tab will populate into the JobZone resume builder. Be sure to include a full description of the customer's job duties as this section will provide the most detailed information in your customer's quick resume.

CUSTOMER
PROVIDER
EMPLOYER
STAFF
HELP

Customer Search
Customer Detail
Comp Assess
Services
Links
JobZone

Macintosh, Bob
SSN: ██████████
OSOS ID: NY014225595
1 of 1

Gen. Info
Eligibility
Add'l Info
Pgm s/PA
Objective
Work Hist.
Ed/Lic
Skills
Saved Searches
Activities
Comments
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● Detail

● Job Title

O*Net Titles ● O*Net Code

● Employer

Include online

● Start Date

● End Date

● Address

Supervisor

● City

● Wage

Hourly

Hours/week

● State

Reason for Leaving

● Country

● Job Duties

● Zip

RR Event#

Job Type

Event

NAICS

NAICS Lookup

Dislocated Worker Information

● Qualifying Dislocation Date

● Tenure (months)

O*Net at Dislocation

Automotive Master Mechanics

NAICS

	Job	Company	City	Start	End
<input type="checkbox"/>	Auto Mechanic	Joe's Auto Shop	Albany	02/01/2009	07/01/2013
<input checked="" type="checkbox"/>	Automotive Master Mechanics	Depaula Mazda	Albany	07/02/2013	02/21/2018

Save
Start Match
Services
Comp Assess
Activity
I.A. Referrals
Correspond
IVR
Ret to Srch
Comments
Tag
Resume
Sched
Message

Education/Licenses tab: OSOS

Information in the Certificates/Licenses, Schools, and Professional Associations fields from the Education and Licenses tab will populate into the resume builder in JobZone. Note: only the information listed in the Schools section will be included in the Quick Resume. The additional fields are available when creating a Full Resume.

CUSTOMER
PROVIDER
EMPLOYER
STAFF
HELP

Customer Search
Customer Detail
Comp Assess
Services
Links
JobZone

Macintosh, Bob SSN: [REDACTED] OSOS ID: NY014225595 1 of 1

Gen. Info
Eligibility
Add'l Info
Pgm s/PA
Objective
Work Hist.
Ed/Lic
Skills
Saved Searches
Activities
Comments
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>
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Driver License

Yes No ● Class Class D (Operator) State New York

Pass Transport Hazardous Materials Tank Vehicle Motorcycle

School Bus Doubles/Triples Tank Hazard Air Brakes

● Certificates / Licenses

	Certificate/License	Issue Date	Issuing Organization	State	Country
<input type="checkbox"/>	NYS Inspector's License		NYS DMV	New York	United States

Add Cert/Lic
Edit Cert/Lic
Delete Selection

● Schools

	Course of Study	Degree	Completed	Issuing Institution	State	Country
<input type="checkbox"/>	Automotive Mechanics	Associates	09/2006	Monroe Community College	New York	United States

Add School
Edit School
Delete Selection

● Professional Associations

	Association Name	Position	Description	Date Received
<input type="checkbox"/>	Auto Mechanics Association			

Add Association
Edit Association
Delete Selection

Save
Start Match
Services
Comp Assess
Activity
I.A. Referrals
Correspond
IVR
Ret to Srch
Comments
Tag
Resume
Schd
Message

Skills tab: OSOS

Lastly, the Skills tab. The Qualifications section is the only section in the Skills tab that migrates from OSOS to the resume builder. While it is important to add skills to the Additional Skills Text box, this information does not carry over to the resume builder. When developing the Qualifications section, highlight the customers' experience, knowledge, skills, and passions.

The screenshot shows the OSOS Skills tab for customer Macintosh, Bob. The 'Qualifications' section is highlighted with an orange border. A 'Qualifications -- Webpage Dialog' window is open, showing the 'Auto Mechanic' qualification with its description.

Additional Skills Text
Diagnostic skills, knowledge and understanding of; electrical systems, fuel systems, air conditioning systems. Understanding of safety precautions, ability to train and monitor new staff, able to communicate with customers, and managers.

Honors & Activities
Active member of Laurie's Car club.

Qualifications

Qualification	Description
<input checked="" type="checkbox"/> Auto Mechanic	10 Years of experience as an Automotive Specialty Technician. Extensive experience with a broad range of cars and trucks. Knowledge of machines and tools used in the body shop,

Qualifications -- Webpage Dialog

Qualifications

Qualification Name: Auto Mechanic

Description: 10 Years of experience as an Automotive Specialty Technician. Extensive experience with a broad range of cars and trucks. Knowledge of machines and tools used in the body shop,

Buttons: Save, Start Match, OK, Cancel, Sched, Message

Once the customer's OSOS record is complete, a quick (or full) resume can be created by accessing the customer's JobZone account via manager mode. Click the JobZone window from the customer's OSOS record.

The screenshot shows the OSOS Skills tab for customer Macintosh, Bob. The 'JobZone' link is highlighted with a red arrow.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search **Customer Detail** Comp Assess Services Links **JobZone**

Macintosh, Bob SSN: ██████████ OSOS ID: NY014225595 1 of 1

JobZone Resume Builder

To create a customer resume, click on 'Resume' located in the 'Resume and Letter Preparation' toolbox.

The screenshot shows the JobZone homepage with the 'Resume and Letter Preparation' section highlighted by a red arrow. The page includes a header with the Department of Labor logo, a navigation bar with 'Home', and a user profile for 'Bob Macintosh'. The main content area is divided into several sections: 'Your Local Career Center', 'Job Search', 'Online Work Search Record', 'My Employability Score', and 'Resume and Letter Preparation'. The 'Resume and Letter Preparation' section contains links for 'How to Create a Resume', 'Resume', 'Letter Writer', and 'Contact Info'. A red arrow points to the 'Resume' link. The right sidebar contains 'My Account', 'Jobs in Demand', 'Recently Viewed', and 'Apprenticeship Opportunities'.

Select 'Quick' as the Resume Type and then select, Create New Resume

The screenshot shows the JobZone Resume Builder interface. The 'Resume Type' dropdown is set to 'Quick', and the 'Create New Resume' button is highlighted with a red arrow. The interface includes a header with the Department of Labor logo, a navigation bar with 'Home > Resumes', and a user profile for 'Bob Macintosh'. The main content area contains a table of existing resumes and an 'Upload Resume' button. A red arrow points to the 'Create New Resume' button.

Resume Title	Type	Format	Date Created	Last Modified	Action
CNA Resume.docx	External Attachment	unknown	05/30/2017	05/30/2017	Match Jobs Delete
Bob Macintosh-Auto Mechanic	Quick	Chronological	03/22/2018	03/22/2018	View Match Jobs Delete

Quick Resume

The Quick Resume tabs will appear. First, enter the Resume Title and select the Resume Type, click Next to proceed to the Qualifications tab.

The screenshot shows the 'Quick Resume' interface. At the top, there is a navigation bar with 'Home' and 'Resumes'. A user profile box on the right says 'Welcome Bob', 'JobZone Adult', 'Update My Account', and 'Logout'. Below this is a status bar: 'Manager Mode: System is executing in management mode on behalf of Bob Macintosh' and 'Exit Management Mode'. The main content area has tabs for 'Personal Information', 'Qualifications', 'Work Experience', 'Education', and 'Other'. A blue instruction bar reads: 'Keep track of your resumes by providing a unique name. For example job title or company name.' Below this, two fields are highlighted with a red box: 'Resume Title: Bob Macintosh-Auto Mechanic' and 'Resume Type: Chronological'. A note below explains contact information. At the bottom right, a navigation bar contains buttons: 'Back to List', 'Home', 'Save', 'Print Preview', and 'Next' (with a right arrow). A red arrow points to the 'Next' button.

Qualifications: Resume Builder

Select the qualification to include in the final resume by checking the box next to the qualification. If there are multiple qualifications listed in this tab only one can be selected and included in the resume. To edit the content of the qualification, click on the title, for example, Auto Mechanic, make any changes, and click save.

Note: The Section Header listed in each tab of the resume builder will appear on the final resume, you have the option to change the wording by editing the text in the field.

Click Next to proceed to the Work Experience tab.

The screenshot shows the 'Quick Resume' interface with the 'Qualifications' tab selected. The navigation bar and user profile are the same. The status bar is also the same. The main content area has tabs for 'Personal Information', 'Qualifications', 'Work Experience', 'Education', and 'Other'. A blue instruction bar reads: 'Select or remove entries for this resume only by clicking the check boxes. Click Add New Qualification to create a new entry for your resume. You may edit an entry by clicking its name. Click Delete if you want to remove it entirely.' Below this, a 'Section Header' field contains 'Summary of Qualifications'. A list of qualifications is shown, with a red arrow pointing to a checked box next to 'Auto Mechanic Delete'. Below the list are links for 'Add New Qualification' and 'Deselect All Qualifications'. At the bottom right, a navigation bar contains buttons: 'Previous', 'Back to List', 'Home', 'Save', 'Print Preview', and 'Next' (with a right arrow). A red arrow points to the 'Next' button.

Work Experience: Resume Builder

The Work Experience listed in the resume builder will consist of the work history saved in the customer's OSOS record. The boxes next to each work history are automatically selected. A checkbox can be deselected if you wish not to include that specific entry in the final resume. Click the job title to view the job details and make any desired edits.

Home

Home > Resumes

Welcome Bob JobZone Adult
[Update My Account](#) (0) [Logout](#)

Quick Resume

Manager Mode: System is executing in management mode on behalf of Bob Macintosh [Exit Management Mode](#)

Personal Information | **Qualifications** | **Work Experience** | Education | Other

Select or remove entries for this resume only by clicking the check boxes. Click Add New Work Experience to create a new entry for your resume. You may edit an entry by clicking its name. Click Delete if you want to remove it entirely.

Section Header: ⓘ

[Auto Mechanic](#) Delete

[Automotive Master Mechanics](#) Delete

[Add New Work Experience](#)

[Previous](#) [Back to List](#) [Home](#) [Save](#) [Print Preview](#) [Next](#)

If you click the job title, for example, Automotive Master Mechanic, you will navigate to the details of the work experience. You will notice the fields that were pulled in from OSOS; Job Title Employer, Address, Start Date, End Date, and Job Duties (Job Summary). If you make edits, click Save, then click 'Back to Resume' to navigate back to the Work Experience tab. The Next button will bring you to the Education tab.

Work Experience

[Update My Account](#) (0) [Logout](#)

Manager Mode: System is executing in management mode on behalf of Bob Macintosh [Exit Management Mode](#)

Fields marked with a ● are required.

Having a job can provide you with many important skills that you will use for the rest of your life. Remember, every experience shapes who you are. Enter your work experience information in the text boxes provided.

If you have experience as a home maker, care giver, or stay-at-home parent, please enter "Home Maker," "Care Giver," or "Home Manager" in the Job Title field and select "Life Experience" from the Job Type dropdown so we can further assist you in identifying transferable skills to employers. We suggest you list the employer for the time you spent in such roles as "Self"

● Job Title:

Job Type:

● Employer:

Address 1:

Address 2:

● City:

● State:

ZIP Code: ⓘ

● Country:

Supervisor:

Phone: Extension:

● Start Date:

● End Date: Present employer?

Enter a brief summary of this job in the box below. Individual duties, tasks, skills, etc., may be entered on the following pages by selecting the Next button.

● Job Summary:

[Back to Resume](#) [Home](#) [Add New Entry](#) [Save](#)



Education: Resume Builder

The information listed in the Education field in OSOS will populate in the Education tab of the Quick resume. If you want to view the details or edit this field, click on the school name and make any necessary edits. Make sure to save before clicking on 'back to resume'.

Information in the Certificates/Licenses and Professional Associations fields from the Education and Licenses tab in the OSOS will not populate into the quick resume tabs, if this information should be included in the resume, add it to the last tab labeled other. Click the Next button to proceed to the final tab.

Home

Home > Resumes > Add/Edit Work Experience

Welcome Bob JobZone Adult
[Update My Account](#) (0) [Logout](#)

Quick Resume

Manager Mode: System is executing in management mode on behalf of **Bob Macintosh** [Exit Management Mode](#)

Personal Information | Qualifications | Work Experience | **Education** | Other

Select or remove entries for this resume only by clicking the check boxes. Click Add New Education to create a new entry for your resume. You may edit an entry by clicking its name. Click Delete if you want to remove it entirely.

Section Header:

[Monroe Community College](#) [Delete](#)

[Add New Education](#)

[Previous](#) [Back to List](#) [Home](#) [Save](#) [Print Preview](#) [Next](#)

Other: Resume Builder

The last tab of the Quick Resume is labeled Other. Here you can add any title and description you or your customer feel will make the resume complete. Change the Section Header and add the section text you want included in the final resume.

Home

Home > Resumes > Add/Edit Work Experience

Welcome Bob JobZone Adult
[Update My Account](#) (0) [Logout](#)

Quick Resume

Manager Mode: System is executing in management mode on behalf of **Bob Macintosh** [Exit Management Mode](#)

Personal Information | Qualifications | Work Experience | Education | **Other**

Add a final custom section to your resume, if desired

On this screen you may add an optional custom section to your printed resume. Simply add text within the Section Text field to create a custom section.

If you leave the Section Text field blank, then this section will not appear on your resume.

Section Header:

Section Text:

[Previous](#) [Back to List](#) [Home](#) [Save](#) [Print Preview](#)

Once you have completed this tab click Save and Print Preview to view the final resume.

Personal Information Qualifications Work Experience Education **Other**

Add a final custom section to your resume, if desired

On this screen you may add an optional custom section to your printed resume. Simply add text within the Section Text field to create a custom section.
If you leave the Section Text field blank, then this section will not appear on your resume.

Section Header:

Section Text:

[Previous](#) [Back to List](#) [Home](#) [Save](#) [Print Preview](#)



Resume Preview

The customer's resume will be displayed in the Resume Preview window. From this screen, you can save a copy of the resume in the Output Options section, or print the resume. You also have the option to change the format and information that is presented in the resume (contact information) by clicking the Display Options button.

Click the Display Options button to change your resume formatting [Display Options](#)

Resume Preview

Bob Macintosh
10 State Street
Albany, NY 12202
(518) 444-0066

Summary of Qualifications
10 Years of experience as an Automotive Specialty Technician. Extensive experience with a broad range of cars and trucks. Knowledge of machines and tools used in the body shop, including, forklifts, hydraulic pumps, pressure sensors, brake repair kits. Experience with, automotive systems including electrical, steering, and suspension. Strong ability to multi-task and work in a fast paced environment. Strong Customer Service skills and communication skills used to convey to customers what necessary repairs and maintenance is needed. Have an unrestricted and clean driver's license. Can lift up to 100 lbs. Maintain a high level of productivity and have a passion for the automotive field.

Work Experience

Automotive Master Mechanics De paula Mazda , Albany, NY Examined vehicles to determine the extent of damage or malfunction. Repaired, relined, replaced and adjusted brakes. Provided excellent customer service through interaction with customers to obtain descriptions of vehicle problems and to discuss work to be performed and future repair requirements. Inspected vehicles to determine overall condition.	Jul 2013 - Feb 2018
Auto Mechanic Joe's Auto Shop , Albany, NY Operated Forklifts, hydraulic pumps, pressure sensors, workshop presses, brake repair kits. Fixed and maintained cars and trucks. Performed routine and scheduled maintenance services including oil changes, lubrications and filter replacement. Fixed and replaced brakes, rotors. Diagnosed problems, installed, repaired, and troubleshoot. Performed inspections and preventative maintenance to vehicles and equipment. Aided in training new employees with repairs.	Feb 2009 - Jul 2013

Education

Automotive Mechanics, Associates Monroe Community College , NY	Feb 2004 - Sep 2006
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Certification and Additional Skills
NYS Inspector's License Diagnostic skills, knowledge and understanding of, electrical systems, fuel systems, air conditioning systems. Understanding of safety precautions, ability to train and monitor new staff, able to communicate with customers, and managers.

Your browser may display header and footer information on the printed copy. If you wish to print a copy without this information, please save a local copy in PDF format.

Output Options

Select a file type to save a copy to your local computer. Use the PDF or HTML type to save the format as shown. Use DOC to save as a Microsoft Word document.

File Type:

[Save Local Copy](#)

[Back](#) [Print Resume](#)

Resume in OSOS

Once the resume is complete the customer will have access to it via their JobZone account. They can make any additions or edits to their resume, or create a full resume. You can access the resume from the Resume button in OSOS or by accessing the customer's JobZone Record.

The screenshot displays the OSOS system interface for a customer named Bob Macintosh. The top navigation bar includes tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this, a secondary navigation bar shows options like Customer Search, Customer Detail (selected), Comp Assess, Services, Links, and JobZone. The main header area displays the customer's name, SSN (redacted), OSOS ID (NY014225595), and a count of 1 of 1 records.

The main content area is divided into several sections:

- Customer Data:** Includes fields for SSN, Status (Active), Job Seeker (Inactive), Username (NYGOVKATLINMCKEEVERr), Password (KMcb3c), Last Name (Macintosh), First Name (Bob), MI, Date of Birth (11/07/1987), Gender (Male), Portfolio Lvl. (JobZone Adult), and Address (10 State Street).
- Ethnic Heritage & Race:** A section for recording the customer's ethnicity.
- Education & Employment:** Includes Education Level (HS + 2 yr Associates Degree), School Status (Not Attending School; Secondary Scho), and Employment Status.

A "Customer Resume List -- Webpage Dialog" window is open in the foreground, showing a table of resumes:

	Resume Title	Type	Format	Date Created	Last Modified
<input checked="" type="checkbox"/>	Bob Macintosh-Auto Mechanic	Quick	Chronological	03/22/2018	03/22/2018

Below the table, there is a "File Type" dropdown set to "HTML" and a "Download Resume" button. A "Close" button is located at the bottom of the dialog.

At the bottom of the OSOS interface, a row of buttons includes Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume (highlighted with a red arrow), Sched, and Message.

Final Resume

Once the JobZone Quick Resume is saved as a word document you can reformat the resume to make it ready for the application process.

Bob Macintosh

10 State Street
Albany, NY 12202
bmac@email.mail
(518) 444-6666

Summary of Qualifications

10 Years' experience as an Automotive Technician. Adept at repairing automotive systems including electrical, steering, and suspension. Strong Customer Service skills and communication. Unrestricted and clean driver's license. History of a high level of productivity and a passion for the automotive field.

Certification and Additional Skills

- NYS inspector's license
- Diagnostic skills
- Electrical systems
- Fuel systems
- Air conditioning systems
- Understanding of safety precautions
- Ability to train and monitor new staff
- Communication skills

Work Experience

Depaula Mazda, Albany, NY Automotive Master Mechanics Jul 2013 - Feb 2018

Provided excellent customer service through interaction with customers to discuss work to be performed and future repair requirements. Inspected vehicles to determine overall condition.

Joe's Auto Shop, Albany, NY Auto Mechanic Feb 2009 - Jul 2013

Performed routine and scheduled maintenance services. Diagnosed problems, installed, repaired, and troubleshoot. Performed inspections and preventative maintenance to vehicles and equipment.

Duties performed include:

- Align vehicle frame & front end
- ASE certified.
- Apply filler to dents in vehicle bodies
- Evaluated damage and problems.
- Determine installation, service, or repair
- Talked to customers to diagnose

Technologies utilized include:

- AutoZone ALLDATA
- Diacom software
- Estimating software

Skills developed/enhanced include:

- Operation and Control
- Management of Personnel Resources
- Critical Thinking

Education

Automotive Mechanics, Associates Feb 2004 - Sep 2006
Monroe Community College, NY