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.

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Save Start Match Se	er <u>v</u> ices Comp <u>A</u> ssess	Activity I.A. Ref	errals Correspond IV	R Ret to Srch	comments	Tag Resi	ume Sched	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.

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Job Title Automotive Master Mechanics					let Code 49302301
Employer Depaula Mazda	Includ	le online 🗹 🔍 Start	Date 07/02/2013	End Date 02/21/2	2018
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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	EMPLOY	ER STA	FF	HELP	
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Macintosh, Bob	S	SN:	OSOS ID: NY01	4225595	1 of 1	
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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.

CUSTOME	PROVIDER	EMPLOYER	STAFF	HELF	
Customer Search	Custom er Detail	Com p Assess	Services	Links	JobZone
Macintosh, Bob	S	SN: OSO	S ID: NY014225595		1 of 1
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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.

CUSTOMER	PROVIDER	EMPLOYER	STAFF	F	IELP	
Customer Search 🧲	Custom er Detail	Com p Assess	Services	Links	JobZone	
Macintosh, Bob		S SN:	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.

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Your Local Career Center	Job Search	Mv	Account				
Where is your local Career Center? Provide your ZIP code in the Whats Your ZIP secton and we'll give you all the details you'll need. Or click on the link below for the full list of offices in NY state.	Show jobs matching your resume: All-in Resume Show all jobs, without matching your resume			Welcome bac Your last login was I	·	l.	
More>>	Keyword: ZIP Code: 12202 Radius: 25 miles V	Job	s in Dem	and			
Career Center Events Calendar - See workshops, networking meetings, job clubs, job fairs and all of the events being offered by NYS Career Centers through this new calendar.	Search Online Work Search Record Work Search Record - Whether for Unemployment Insurance purposes or your own personal records; keep track of	Lanc Amu Chilo	dscaping a		Workers	gion.	
Job Seeker Resources Additional tools to aid you in your job and career exploration. Learn about apprenticeships, job search strategies, veterans'	all your work search activities.			rs and Aerobics Ins	ructors		
services and much more.	My Employability Score					More>>	
Upcoming Job Fairs	What's My Employability Score? - Looking for a job? Learn how employable you are with this quick survey. Then see what you can do to increase your chance of landing	Rec	ently Vie	wed			
Find the next Job Fair in your area by providing your ZIP Code in	a job	_	Occupation	s			
the 'What's Your ZIP' section.			lobs Colleges				
		→ 1	Training Pro	ovider			
	Resume and Letter Preparation	• c	Course Offe	erings			
	How to Create a Resume - Learn the basics of creating a resume, receive resume tips and view sample resumes.	► A	Apprentices	ship			
	Resume - Create or edit a resume. You may also click the following link to upload a resume directly. Ubload a Resume Now	Арр	rentices	hip Opportuniti	es		
	Letter Writer - Create cover letters, thank you letters, and follow-up letters. Contact Info documents.			pprenticeship oppor P Code above.	unities in yo	ur area by	

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

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Your resume should be targeted to the job you are applying f Click on the resume name to edit or view an existing resume. O		ltiple resumes which can	n include many types of in	formation. Click Ad	d New Resume to be	⊧gin your resume	
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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.

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Personal Inf	ormation Qualifications Work Experience Education Other						
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	e Title: Bob Macintosh-Auto Mechanic e Type: Chronological ✔						
create a ne	t information determines how an employer reading this resum e will identify you. Choose your default personal contact information, or select alternate person w set of alternate personal contact data, click the Add New Contact link below. he Update My Account link to change your default contact information.	al contact data	which you create	ed previe	ously. To		
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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.

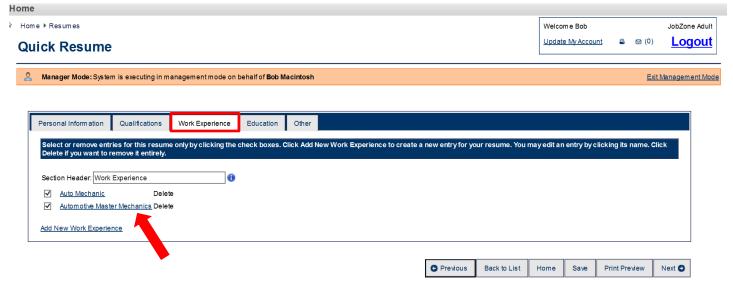
Note: The Section Header listed in each tab of the resume builder will appear on the final resume, you have the option to change the wording by editing the text in the field.

Click Next to proceed to the Work Experience tab.

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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.



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.

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asist you in identifying transferable skills to employers. We suggest you list the employer for the time you spent in such roles as "Self" • Job Time	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	e informatio	n in the text boxe	es provide	d.	
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<pre>support legala Mazda didress 1 central Avenue didress 2 c charta Avenue didress 2 c charta Avenue didress 2 c country lunted States v Supervisor Phone e and Date 1 v dev v 2013 v e End Date 1 v dev v 2013 v e End Date 1 v dev v 2013 v e State to the box below Individual dudres, tasks, stills, etc., may be entered on the following pages by selecting the Next button.</pre>	Job Title: Automotive Master Mechanics					
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Back to Resume Home Add New Entry Save						
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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.

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Quick Resume			Update My	Account 🖴 🖾	(0) <u>Logout</u>
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Personal Information Qualifications Work Experience Education Other					
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Monroe Community College Delete					
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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.

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

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In 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.						-	
f you leave the Section Text field blank, then this section will not appear on your resume.							
Section Header: Certification and Additional Skills							
NYS Inspector's License							
Diagnostic skills, knowledge and understanding of, electrical systems, fuel systems, air conditioning							
Section Text: systems: Understanding of safety precautions, ability to train and monitor new staff, able to communicate with customers, and managers.							
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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 form atting Display Options
Resume Preview
Bob Macintosh 10 State Street Albany, NY 12202 (518) 444-6666
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, forkilfts, 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 Jul 2013 - Feb 2018
Depaula 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.
Auto Mechanic Feb 2009 - Jul 2013
Joe's Auto Shop, Albany, M' Operated Forklist, hydrauite, pumps, pressure sensors, workshop presses, brake repair kits. Fixed and maintained cars and trucks. Performed routine and scheudled 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.
Education
Automotive Mechanics, Associates Feb 2004 - Sep 2006 Monroe Community College, NY
Certification and Additional Skills
WS 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.
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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.

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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.

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Certification and Additional Skills

- NYS inspector's license
- Diagnostic skills
- Electrical systems
- Fuel systems

Work Experience

Depaula Mazda, Albany, NY Automotive Master Mechanics

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

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

Technologies utilized include:

- AutoZone ALLDATA
- Diacom software
- Estimating software
- Education

Automotive Mechanics, Associates Monroe Community College, NY

Determine installation, service, or repair

Talked to customers to diagnose

Evaluated damage and problems.

Skills developed/enhanced include:

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

Feb 2004 - Sep 2006

Feb 2009 - Jul 2013

Jul 2013 - Feb 2018

Ability to train and monitor new staff ٠ Communication skills

Air conditioning systems

Understanding of safety precautions