

# JobZone

## How To Guide: Resume Builder

The Resume Builder allows you to upload a resume, create a resume, or view, edit or delete a resume that you already have in JobZone. The Resume Builder tool is located on the JobZone homepage.

The screenshot shows the JobZone homepage with several main sections:

- Your Local One-Stop:** Information about the nearest office, including address (175 Central Avenue, Albany New York 12206), phone, fax, hours, and parking details.
- Job Search:** A search bar with fields for Keyword, ZIP Code (12202), and Radius.
- Online Work Search Record:** A section for tracking employment search activities.
- Resume and Letter Preparation:** A central section with links for 'How to Create a Resume', 'Resume Builder', 'Letter Writer', and 'Reference List'. It includes an image of people working at a computer.
- My Account:** A user profile section showing 'Welcome back, Liz' and the last login date (Apr 14, 2014).
- Jobs in Demand:** A section indicating 'Nothing found in your region.'
- Recently Viewed:** A list of categories including Occupations, Jobs, Colleges, Training Provider, Course Offerings, and Apprenticeship.
- Apprenticeship Opportunities:** A section stating 'There are currently no apprenticeship opportunities in your region.'

### Upload Your Existing Resume

Click Upload Resume. Then (1) select your file, and (2) click "Attach". If you have uploaded a resume, your file will show up in the list of resumes.

The screenshot shows the 'Resume Builder' interface. At the top right, there is a link for 'Update My Account'. Below this, a blue banner provides instructions: 'Your resume should be targeted to the job you are applying for. The Resume Builder allows you to create multiple resumes which can include many types of information. Click Add New Resume to begin your resume.' Below the banner, a message says: 'Click on the resume name to edit or view an existing resume. Click the delete link to delete an existing resume.'

Resume Title	Type	Format	Date Created	Last Modified	Action
<a href="#">Liz resume</a>	Full	Chronological	12/05/2013	03/07/2014	<a href="#">View</a>   <a href="#">Delete</a>
<a href="#">Demo Resume</a>	Full	Chronological	04/14/2014	04/14/2014	<a href="#">View</a>   <a href="#">Delete</a>

Below the table, there is a 'Resume Type' dropdown menu set to 'Full' and a 'Create New Resume' button. To the right, there is a large red arrow pointing to a box containing three buttons: '+ Upload Resume', 'Attach', and 'Cancel'. Above these buttons, a note states: 'To upload a resume, click on the Upload Resume button. Select a resume, then click the Attach button. The resume must be less than 2.0 MB in size.'

## Create a new resume:

From the Resume Builder, click Create New Resume

### Resume Builder

[Update My Account](#) (0)

Your resume should be targeted to the job you are applying for. The Resume Builder allows you to create multiple resumes which can include many types of information. Click Add New Resume to begin your resume

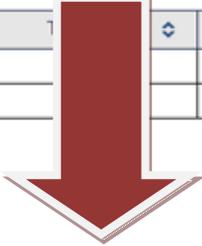
Click on the resume name to edit or view an existing resume. Click the delete link to delete an existing resume.

Resume Title	Format	Date Created	Last Modified	Action
<a href="#">Liz resume</a>	Chronological	12/05/2013	03/07/2014	<a href="#">View</a>   <a href="#">Delete</a>
<a href="#">Demo Resume</a>	Chronological	04/14/2014	04/14/2014	<a href="#">View</a>   <a href="#">Delete</a>

To upload a resume, click on the Upload Resume button. Select a resume, then click the Attach button. The resume must be less than 2.0 MB in size.

Resume Type: Full ▼ [Create New Resume](#)

[+ Upload Resume](#) [↶ Attach](#) [⊗ Cancel](#)



You will proceed through a series of tabs where you enter information for different resume categories. If you don't like the name of a category or wish to add another, you can rename any of them. You can add multiple experiences/qualifications which will be saved for each time you create a new resume. However, only the experiences that you select will be included in the resume you are working on. In the example below, only those experiences that are "checked" will be included in the resume.

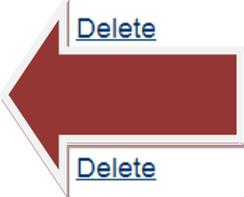
[Intro](#) [Personal Information](#) [Qualifications](#) [Work Experience](#) [Education](#) [Licenses](#)

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

Section Header:

- [GED Tutor](#) [Delete](#)
- [Park Cleaner](#) [Delete](#)
- [Literary Volunteer](#)
- [Parking Lot Attendant](#)
- [Claims Analyst](#) [Delete](#)
- [GED Instructor](#) [Delete](#)

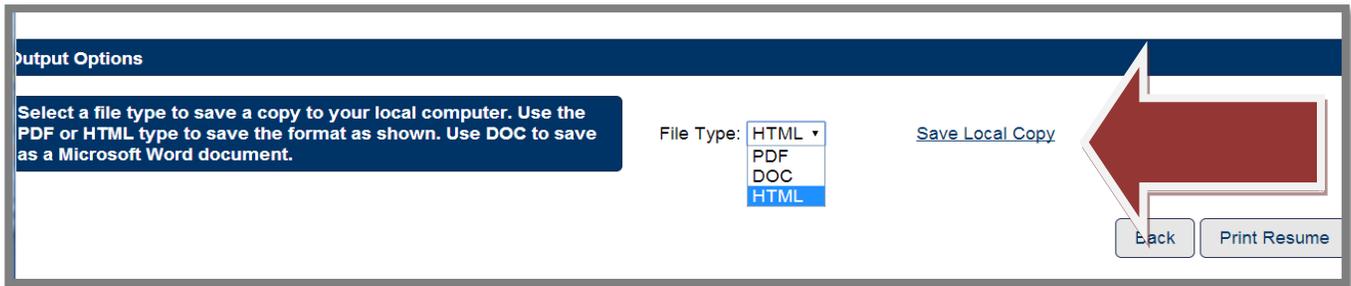
[Add New Work Experience](#)



At the end of the resume builder, you will see a preview of what your resume looks like with the current settings.

To modify font and layout, choose the “Display Options” button at the top of the screen.

To save a copy of your resume to your computer, select “Save a local copy” at the bottom of the screen. Use the drop down menu to select the format you’d prefer, and then “Save a Local Copy”. You can save the file wherever you choose. The resume will also continue to be saved on JobZone, where you can modify it at any time.



### View or Edit Existing Resume

To view or edit an existing resume, click on the resume name. **Note: You will only be able to edit resumes that you create in JobZone. Uploaded resumes are not editable.**

