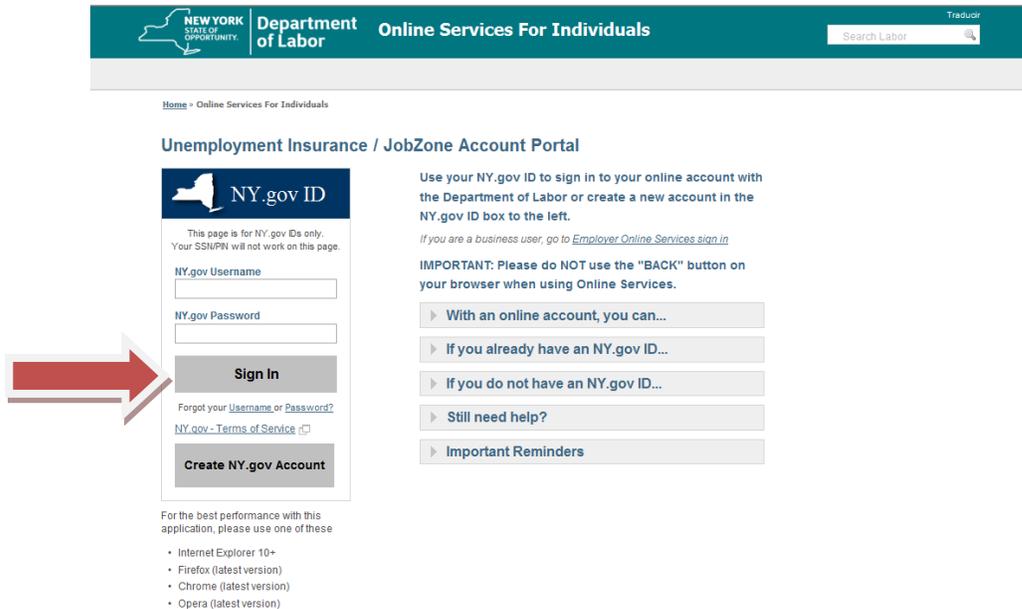


# My NY.GOV Online Services

## A JobZone Guide: Editing Work History

Your NY.gov account profile is located in the Resume Builder of JobZone. To access your work history you must first be logged into JobZone. Use your NY.gov username and password to login to your [Online Services for Individuals page](#), and then select JobZone.



NEW YORK STATE OF OPPORTUNITY Department of Labor Online Services For Individuals

Home » Online Services For Individuals

### Unemployment Insurance / JobZone Account Portal

**NY.gov ID**

This page is for NY.gov IDs only. Your SSN/PIN will not work on this page.

NY.gov Username

NY.gov Password

**Sign In**

Forgot your Username or Password?

[NY.gov - Terms of Service](#)

**Create NY.gov Account**

Use your NY.gov ID to sign in to your online account with the Department of Labor or create a new account in the NY.gov ID box to the left.

If you are a business user, go to [Employer Online Services sign in](#)

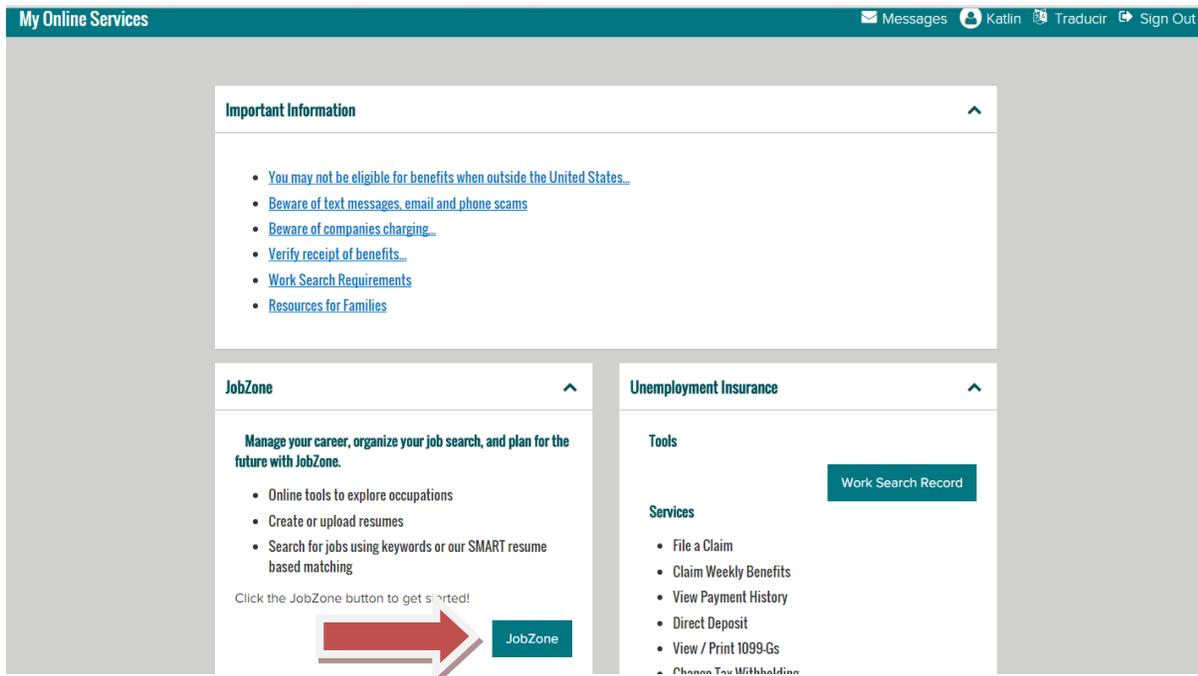
**IMPORTANT: Please do NOT use the "BACK" button on your browser when using Online Services.**

- With an online account, you can...
- If you already have an NY.gov ID...
- If you do not have an NY.gov ID...
- Still need help?
- Important Reminders

For the best performance with this application, please use one of these:

- Internet Explorer 10+
- Firefox (latest version)
- Chrome (latest version)
- Opera (latest version)

Click on the JobZone link on the left of the screen to access the website.



My Online Services Messages Katlin Traducir Sign Out

### Important Information

- [You may not be eligible for benefits when outside the United States..](#)
- [Beware of text messages, email and phone scams](#)
- [Beware of companies charging...](#)
- [Verify receipt of benefits...](#)
- [Work Search Requirements](#)
- [Resources for Families](#)

### JobZone

Manage your career, organize your job search, and plan for the future with JobZone.

- Online tools to explore occupations
- Create or upload resumes
- Search for jobs using keywords or our SMART resume based matching

Click the JobZone button to get started!

**JobZone**

### Unemployment Insurance

Tools

**Work Search Record**

Services

- File a Claim
- Claim Weekly Benefits
- View Payment History
- Direct Deposit
- View / Print 1099-Gs
- Change Tax Withholding

Once you are logged into your JobZone account click on 'Resume' under the Resume and Letter Preparation title.

## Resume and Letter Preparation

**How to Create a Resume** - Learn the basics of creating a resume, receive resume tips and view sample resumes. This online guide will help you build a resume businesses will want to see! Go step by step or skip to the section that interests you.

**Resume** - Create a new resume or upload a current one.

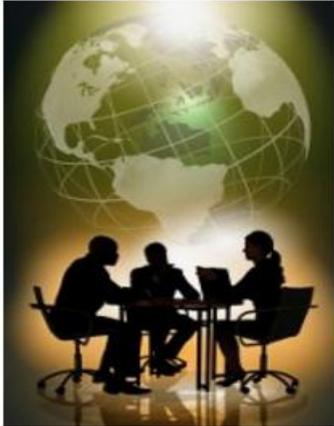
**Letter Writer** - Create cover letters, thank you letters, and follow-up letters.

**Contact Info** - Keep your information up-to-date for your resume and other job search documents.

**Reference List** - Generate a list of references to distribute to potential employers.

**Work Samples** - Upload samples of your past work experience and save them to your portfolio.

**Manage Attachments** - Review all of the various files you've attached to your portfolio.



You have the choice to create a quick or full resume. Once you have selected the resume type, click on 'Create New Resume'




[Translate](#)  
 Occupations   
Andrew M. Cuomo, Governor | Mario J. Musolino, Acting Commissioner

Home
[Back to Labor Online Services |](#)

Home ▶ Resumes

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

## Resume Builder

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	Type	Format	Date Created	Last Modified	Action
No records found.					

To upload a resume, click on the Upload Resume button. Select a resume, then click the Attach button. The resume must be less than 5.0 MB in size.

1

Resume Type: Full  
Full  
Quick

Create New Resume

2

+ Upload Resume
↻ Attach
✖ Cancel

Home

The New York State Department of Labor is an Equal Opportunity Employer/Program.  
 Auxiliary aids and services available upon request to individuals with disabilities.

Give the resume a title and select the resume type from the dropdown arrow. Navigate through the resume builder using the gray buttons at the bottom of the screen. Click on 'Next' to move to the next tab.

Home Back to Labor Online Services |

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

## Quick Resume

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

Keep track of your resumes by providing a unique name. For example job title or company name.

Resume Title:

Resume Type: Chronological Functional Combined

Your contact information is how an employer reading this resume will identify you. Choose your default personal contact information, or select alternate personal contact data which you created previously. To create a new set of alternate personal contact data, click the Add New Contact link below.

Note: Use the Update My Account link to change your default contact information.

Default Contact

[Add New Contact](#)

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

Complete and save the qualifications tab, click "Next" to move to the Work Experience tab.

Your work history will be accessible in the **Work Experience** tab. To view and edit the information, click on the title, for example 'Cashier.'

Home Back to Labor Online Services |

Home > Resumes > [Add/Edit Qualification](#) > Add/Edit Work Experience Welcome Bob JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Quick Resume

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:

- [Cashier](#) [Delete](#)
- [Auto Technician](#) [Delete](#)

[Add New Work Experience](#)

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

This will bring up the details of the work history. You can edit or add any field available. Click on the gray 'Save' button to save any edits you made. To return to the previous screen, click 'Back to Resume.' Complete the same steps to edit any additional work history stored in this tab.

**Work Experience** [Update My Account](#) (U) [Logi](#)

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.**

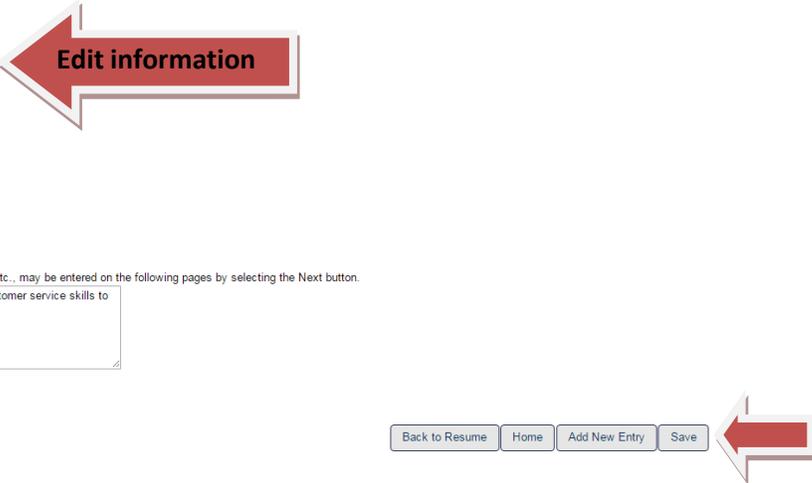
If you have experience as a home maker, care giver, or stay-at-home parent, please enter "Home Maker," "Care Giver," or "Home Manager" in the Job Title field and select "Life Experience" from the Job Type dropdown so we can further assist you in identifying transferable skills to employers. We suggest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



After you have made edits to your work history you can continue with the quick resume adding your education to the 'Education' tab and any additional information to the 'Other' tab.

\*\*Your work history can also be edited by Career Center staff. When attending an appointment at your local Career Center, speak with your advisor on updating your work history and/or making any corrections.