How to Create a Full Resume in JobZone – Video Transcript

This video will show you how to create a full resume using the Resume Builder in JobZone.

First, you will need to log in to JobZone through the Online Services for Individual's page. Here you can sign in using your NY.GOV ID username and password. Once you have entered your log in information, click on 'Sign In.'

Scroll down the page to see the link for JobZone. Click on it to access the JobZone website.

You will see this message welcoming you to the JobZone website! Click on 'OK.'

You can see that you are successfully logged in, because it will say 'Welcome' and your name in the upper-right-hand corner of the screen.

When you create a full resume, you can include work statements that are written specifically for your occupation. To create a full resume, scroll down to the 'Resume and Letter Preparation' box. Click on 'Resume.'

The 'Resume Type' defaults to 'Full.' Click on 'Create New Resume' to get started.

The resume tabs are in blue. You can add your information to any or all of these tabs when creating your resume. On the bottom of the screen, use the gray buttons to save your work and navigate through the resume builder. Avoid using the back arrows at the top of your browser; using these may cause you to lose your entries**.** Read the directions in the intro tab and click 'Next' to continue.

You are now in the 'Personal Information' tab. All fields that are required are marked with a yellow dot. Click in the box next to 'Resume Title' and type the title of your resume. Click the dropdown arrow next to 'Resume Type' to choose the format of your resume. Click on 'Next.'

The 'Next' button will bring you to the qualifications tab. Each section header will appear in your resume and you may change the wording of the section header if you want.

To add a new qualification, click on 'Add New Qualification.' Enter the qualification title and the summary of qualifications in the boxes provided. The summary of qualifications should be used to highlight your most relevant qualifications. It is the first thing an employer will see when reviewing your resume, so you want to make it stand out. Be sure to use action verbs, and include specific experiences, knowledge, skills and passions. Avoid using the words 'I' and 'my.' Once your entry is saved, click on the gray 'Back to Resume' button. Check the box next to the qualification you want to include in your resume. If the box is not checked, the qualification will not be included in your resume. When creating your resume always check the boxes for the entries you wish to include in your resume. If the boxes are not checked, the information will not be included in your final resume. Once you have completed the 'Qualifications' tab, click on 'Next.'

‘Work Experience’ is the next tab. To add your work experience, click on ‘Add New Work Experience.’ You will notice that there are three tabs within the ‘Work Experience’ tab. They include ‘Work Details,’ ‘Select an Occupation,’ and ‘Work Statements.’ Fill in the fields provided in the ‘Work Details’ tab. When the details are complete, click on ‘Next’ to go to the ‘Select an Occupation’ tab.

You will now be on the ‘Select an Occupation’ tab within the ‘Work Experience’ tab. Choose the job title that best fits the work experience you entered in the previous tab. If your occupation is not included in the list, or if no occupational titles are listed, use the search option on the bottom of the page to find the correct occupational title. Once you have selected the occupational title, click on ‘Next’ to continue.

Now that you have selected your occupation, you will be provided Work Statements you can include in your resume. You can choose work statements, tasks and duties, transferable skills, Keywords, and tools and technology associated with the chosen occupation.

Click on the work statements from the left-hand side to add them to your resume.

When you click the statements, they will move to the right-hand side. There may be some statements you will want to edit or add details to. To edit a statement, click inside of the box and add or remove text. You can delete the statement by clicking ‘Delete’ next to the statement. Click on ‘Add New Work Statement’ to add a completely new statement. You also have the option to change the order of the statements. Click the up or down arrows on the left of the statement you want to move. Once you have selected, edited and added the work statements you want to include in your resume, click on ‘Next.’

‘Tasks and Duties’ is the next tab. Scroll through the tasks, and select the statements that apply to you. Then you can do the same for the list of duties. Edit or add to the statements on the right-hand side. When your statements are complete, click ‘Next’ to continue.

‘Transferable Skills’ are the next set of skills to add to your resume. Scroll through the list and select your transferable skills to add them to your resume. When the list of skills is organized how you want them, click on ‘Next.’

Scroll through the list of keywords provided. Select the keywords that you want to include in your resume. If none are listed, or if you want to add your own, click on ‘Add New Keyword,’ and type in the box. When this tab is complete, click ‘Next.’

The last tab in the work statements is ‘Tools and Technologies.’ Scroll through the listed tools, and select the work statements to include in your full resume. Then do the same for the list of technologies. When you have selected all of the work statements you want to include in your resume, click ‘Save.’ A green ‘Save Complete’ message will appear. When your information is saved, click on ‘Back to Resume.’ Check the box next to your work experience. To add additional work experience, click on ‘Add New Work Experience,’ and follow the same steps. Be sure to click the boxes next to the work experiences you want to include in the resume, and then click on ‘Next.’

The ‘Education’ tab is next. Click on ‘Add New Education’ to add education. Enter the course of study, issuing institution and degree. GPA, city and zip code are optional fields. Select the state from the

dropdown menu. The country defaults to 'United States' and can be changed by clicking on the dropdown arrow.

Select the month and year for the start and end dates, and if you are currently attending this school, check the 'Present School' box. Click on 'Save,' and after the 'Save Complete' message appears, click on 'Back to Resume.'

Add additional education by clicking 'Add New Education,' and fill in the required fields. Once the desired education has been saved make sure to check the box next to the education, click on 'Next.'

The 'Licenses' tab is next. The driver's license automatically populates on this tab. If you are seeking a job that requires a driver's license, you will want to update this field. To update this entry, click on 'Driver's License.' You can select the license class and state by clicking the dropdown arrows. Click any and all endorsements you have. Click on 'Save.' After you see the green 'Save Complete' message, click 'Back to Resume.' If you do not want to include the driver's license in your resume, simply leave this section alone and do not check the box.

To add any additional licenses, click 'Add New License.' Fill in the license name, granting agency and country. The state and description are optional fields. Click 'Save,' and after the 'Save Complete' message appears, click on 'Back to Resume.' Check the box next to the licenses you want to include in the resume, and then click 'Next.'

The next tab is the 'Associations' tab. Add any associations that you belong to by clicking on the 'Add New Association' button. When you have added the association or organization name, description, your position and dates, click on 'Save.' After the 'Save Complete' message appears, click on 'Back to Resume.' Add additional associations, and then check the box next to the associations you want to include in the resume. When you have finished the 'Associations' tab, click on 'Next.'

The next tab is 'Awards.' Add any awards you want to include in your resume by clicking 'Add New Award.' The award name is mandatory. Add the award description and dates if you wish to include these fields. Save your award. After the 'Save Complete' message appears, click on 'Back to Resume' and check the box next to the award. Clicking 'Next' will bring you to the last tab, labeled 'Other.'

You can customize this tab by changing the section header. Add additional information, skills, or military experience you want to include in your resume that has not been mentioned in the other tabs. Click on 'Save' to save this customized tab.

Now that you have filled out and saved all of the information for your full resume, you can preview your resume by clicking 'Print Preview.' Your resume preview will include all of the information you provided in the tabs. Click the 'Display Options' button on the top of the page to change the font, alignment, what contact information you want to display on the resume, and if you want your work statements to appear as lists or as paragraphs. When you have selected your display options, click 'Apply' to view the changes and 'Close' to exit the box. You have the option to download a copy of your resume. In the 'Output

Options' box, select the file type from the dropdown arrow and click 'Save Local Copy.' To print your resume from this screen, click 'Print Resume.'

Now that you have previewed your resume click on the back button at the bottom of the page. If you noticed anything in the resume preview that you want to change, this will bring you back to the full resume tabs to make any edits. When the tabs are completed, click on 'Back to List.'

The resume builder is where your resume will be stored. Clicking on the title will bring you back to the resume tabs. Information listed includes the resume type, format, date created and modified date. You have the options to view, match or delete the resume from this screen.

You've now successfully created a full resume in JobZone. To view other JobZone Tutorials and guides navigate back to the JobZone homepage and click on 'more' in the Job Seeker Resources box.