



{ KANSASWORKS Resume Builder }

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Effective January 22, 2014 the new resume builder in **KANSASWORKS** will become available. As a result of this new builder, job seekers will be required to either upload a new resume utilizing the builder options and/or build a new resume using the guided options. We appreciate your patience during this upgrade and apologize for any inconveniences.

Log Into KANSASWORKS

- Go to <http://www.kansasworks.com>
- Login using your **KANSASWORKS** user id and password
- Select "My Resumes"

Create or Upload a Resume

- The **KANSASWORKS** resume builder guides you through building a resume, or you may choose to upload a resume you have already created in Microsoft Word. On the New Resume page, you will provide general information about the type of job you would like to find. You must provide, at a minimum, all of the required information on the New Resume page, even if you are uploading your resume. Required information is marked throughout the resume builder with a red asterisk (star).
- In the Resume Title box, type a resume title that is relevant to the type of work you are seeking. While you can have more than one resume in **KANSASWORKS**, all resumes must have a unique title. In the Job Title box, type the title of the job you want. As you type, **KANSASWORKS's** auto-complete feature may provide suggested job titles. If one of the suggestions is a good match, click it. Otherwise, finish typing your desired job title.
- If you want to upload an existing resume, click **Choose File**. The file must be a Microsoft Word document. In the file selection window, locate and select your resume file and click **Open**.
- When you are finished providing all of the required information, click **Create Resume** at the bottom of the page.
- Click the occupation that most closely matches the job you are seeking. This will not appear on your resume, but will assist you in your job search and will be used to create an objective statement and summary of qualifications. If no occupations are displayed, click Go Back and enter a different job title.
- If you uploaded a resume, the Resume Preview page displays after you select an occupation.
- KANSASWORKS** provides example objective statements that you can use on your resume. Select the one that best matches your objective and click **Update Resume**. Brackets surround example text that you may need to update with your own information, such as your desired job title. You will be able to edit the objective statement and remove the brackets later.

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- KANSASWORKS** also provides example summary of qualifications statements. Brackets surround example text that you may need to update with your own information, such as years of experience. Select up to five statements that reflect your relevant experience and click **Update Resume**. You will be able to edit the summary and remove the brackets later. You will also choose whether to display the summary or the objective statement on your resume. You may not display both.
- The default contact information is taken from the information you entered while creating your job seeker account. You may edit it by clicking the link in the Label column. Keep in mind that editing it here will not change the main contact information associated with your job seeker account. To add an additional address, phone number, email address, or web address, use the buttons at the bottom of the page. You will be able to choose which contact information to display on your resume later. When you are finished adding or editing your contact information, click **I Have No More to Add**.
- To add work experience, click **Add Work Experience**. If you have no work experience, click **I Have No More to Add**. Type the requested information about your work experience as you would like it to appear on your resume. If you are still employed at this company, leave the End Month/Year box blank, or click "Present" in the calendar that displays when you click inside the box. When you are finished, click **Create Work Experience**.
- Click the occupation that best matches the position you held with this employer. This information will not appear on your resume, but will assist you in your job search. If no occupations are displayed, click **Go Back** and enter a different job title.
- Based on the occupation you selected, you may be prompted to select talents you performed on this job. We suggest you select no more than the five that are most relevant. If there is more than one page, click **Next** to view the additional choices. When you are finished making your selections, click **Update Work Experience**.
- Based on the occupation you selected, you may be prompted to select tools and technologies you used on this job. We suggest you select no more than the ten most relevant. If there is more than one page, click **Next** to view the additional choices. When you are finished making your selections, click **Update Work Experience**.
- Based on the occupation you selected, you may be prompted to select work activities you performed on this job. We suggest you select no more than the five most relevant. If there is more than one page, click **Next** to view the additional choices. When you are finished making your selections, click **Update Work Experience**.
- The Work Experience Description page displays the items you selected to describe your work experience. They are listed as they will appear on your resume. Carefully review the description to ensure that it accurately reflects your experience. You may add, edit, or delete material from the description. To check your spelling, click **Check spelling**.
- If you want to go through the talents, tools and technologies, and work activities screens again, click **Review and Edit Selections**. When you are finished, click **Update Work Experience**.

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- ❑ On Your Work Experience page, you can add additional experience by clicking **Add Work Experience**. You will be able to select which work experience to include on your resume later. To edit work experience, click the link in the Job Title column. To see a preview of the progress you've made on your resume, click **Preview My Resume**. To return to Your Work Experience page, click **Go Back** on the Resume Preview page. When you are finished adding to or editing your work experience, click **I Have No More to Add**.
- ❑ To add education experience, click **Add Education Experience**. If you have no education, click **I Have No More to Add**.
- ❑ Type the requested information about your education experience as you would like it to appear on your resume. As you type the Area of Study, **KANSASWORKS**'s auto-complete feature may provide suggested majors or areas of study. If one of the suggestions is a good match, click it. Otherwise, finish typing your area of study. If you are still in school at this institution, leave the End Month/Year box blank, or click "Present" in the calendar that displays when you click inside the box. If you have less than five years of work experience, we recommend that you include more detail about your education experience. To do so, select **Yes** in the "Add Education Experience Detail" drop-down. Otherwise, select **No**. When you are finished, click **Create Education**.
- ❑ Depending on the Area of Study you provided on the New Education page, you may be asked to select a career program. This information will not appear on your resume, but will assist you in your job search. Select the program that most closely matches your area of study for this education experience. If none of the programs are a good match, click **Go Back** and enter a different Area of Study.
- ❑ If you chose to add education experience detail, you will be prompted to select talents you performed during this education experience. We suggest you select no more than the five most relevant. If there is more than one page, click **Next** to view the additional choices. When you are finished making your selections, click **Update Education**.
- ❑ If you chose to add education experience detail, you will be prompted to select tools and technologies you used during this education experience. We suggest you select no more than the ten most relevant. If there is more than one page, click **Next** to view the additional choices. When you are finished making your selections, click **Update Education**.
- ❑ If you chose to add education experience detail, you will be prompted to select work activities you performed during this education experience. We suggest you select no more than the five most relevant. If there is more than one page, click **Next** to view the additional choices. When you are finished making your selections, click **Update Education**.
- ❑ If you chose to add education experience detail, the Education Experience Description page displays the items you selected to describe your education experience. They are listed as they will appear on your resume. Carefully review the description to ensure that it accurately reflects your experience. You may add, edit, or delete material from the description. For example, you may want to add additional information about this educational experience, such as honors or awards received, special achievements, minors or secondary areas of study. To check your spelling, click **Check spelling**. If you want to go through the talents, tools and technologies, and work activities screens again, click **Review and Edit Selections**. When you are finished, click **Update Education**.

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- On the My Education page, you can add additional education by clicking **Add Education Experience**. You will be able to select the education experience you want to include on your resume later. To edit education experience, click the link in the School column. To see a preview of the progress you've made on your resume, click **Preview My Resume**. To return to the My Education page, click **Go Back** on the Resume Preview page. When you are finished adding to or editing your education experience, click **I Have No More to Add**.
- On the Resume Selections page, select the check box next to the information you would like to include on your resume. You may include either the objective statement, or the summary of qualifications. You may edit the objective statement or summary of qualifications and check your spelling. Be sure to remove any brackets and update any example text, such as years of experience, with your own information. You may also add additional contact methods, work experience, education, achievements, military service, commercial driver's license information, or references by clicking the appropriate links. If you make any edits to the objective statement or summary of qualifications, be sure to click **Update Resume** to save your work before leaving this page.
- To add an honor or award, click **Add New Award** on the Resume Selections page. Type the requested information about the award as you would like it to appear on your resume, including the date it was earned. When you are finished, click **Create Award**.
- On the Honors and Awards page, you can add additional honors or awards by clicking **Add Honor or Award**. You will be able to select the honors or awards you want to include on your resume later. To edit, click the link in the Honor or Award column. When you are finished adding or editing your honors and awards, click **I Have No More to Add**.
- To add a license or certification, click **Add New Certification** on the Resume Selections page. Type the requested information about the license or certification as you would like it to appear on your resume, including the date it was earned. When you are finished, click **Create Certification**.
- On the Your Licenses and Certifications page, you can add additional licenses or certifications by clicking **Add License or Certification**. You will be able to select the licenses and certifications you want to include on your resume later. To edit, click the link in the License or Certification column. When you are finished adding or editing your licenses and certifications, click **I Have No More to Add**.
- To add any accomplishment or other information that you wish to include on your resume and hasn't been included elsewhere, click **Add Other Information** on the Resume Selections page. Type the requested information as you would like it to appear on your resume, including any applicable dates. When you are finished, click **Create Other Section**.
- On the Other Information page, you can add additional information by clicking **Add Accomplishment or Other Information**. You will be able to select the accomplishments and other information you want to include on your resume later. To edit, click the link in the Title column. When you are finished adding or editing accomplishments or other information, click **I Have No More to Add**.

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- To add military service, click **Add New Military Service** on the Resume Selections page. Type the requested information about your military service as you would like it to appear on your resume. In the Description box, you may want to include information such as your job duties, honors or awards received, or special achievements. When you are finished, click **Create Military Service**.
- On the Military Service page, you can add additional military service by clicking **Add Military Service Experience**. You will be able to select the military service you want to include on your resume later. To edit, click the link in the Branch of Service column. When you are finished, click **I Have No More to Add**.
- To add a commercial driver's license, click **Add Commercial Driver's License** on the Resume Selections page. Provide the requested information. When you are finished, click **Save and Continue**. By default, your commercial driver's license information will NOT display on your resume. If you want it to display on your resume, select the check box next to "Show Driver's License" on the Resume Selections page.
- To add a reference, click **Add Reference** on the Resume Selections page. References do not display on your resume, but can be printed as a separate page to provide to employers upon request. Type the requested information. When you are finished, click **Create Reference**.
- On the References page, you can add another reference by clicking **Add Reference**. You will be able to select the references you want to include on your references page later. To edit, click the link in the Name column. To preview your references page, click **Preview**. To return to the References page, click **Go Back** on the References Preview page. When you are finished adding or editing your references, click **I Have No More to Add**.
- Carefully review the information and selections on the Resume Selections page to ensure that your resume is accurate and complete. Be sure to double-check the Objective Statement or Summary of Qualifications and delete any remaining brackets. When you are finished adding, editing, and selecting the information you want to appear on your resume, click **Update Resume** at the bottom of the Resume Selections page.
- KANSASWORKS** may make some suggestions that will improve your resume. To go back and make revisions, click **Go back and revise my resume**. To ignore the suggestions, click **Proceed anyway**.
- If you built your resume from scratch using the resume builder, on the Resume Preview page, you can edit your name, headline, summary or objective statement, your employer's name, and your work experience descriptions by clicking these sections. To make any other changes, return to the Resume Selections page by clicking **Go Back**. If you make any changes on the Resume Preview page, be sure to click **Finish** to save your work. If you uploaded your resume, you must make any necessary changes to the original Word document and upload the new file. You may print or save your resume to your computer by clicking Printable PDF or Word. To preview your references page, click **Preview References**.

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- ❑ On the References Preview page, you may edit the references' name, company name, and relationship to you by clicking these sections. To make any other changes, return to the Resume Selections page by clicking **Go Back**. You may print or save your references page to your computer by clicking **Printable PDF** or **Word**. To return to the Resume Preview page, click **Go Back**. When you are finished reviewing and editing your resume, click **Finish** on the Resume Preview page.
- ❑ You can manage your resumes from your resume page at any time. Simply log into **KANSASWORKS** and click **My Resumes** on your home page. To view or edit the resume title or other miscellaneous information, click the link in the Resume Title column. To view or edit what is included on your resume, click the link in the Selections column. If the link in the Selections column reads "Incomplete," you need to provide additional information. Click **Incomplete** and follow the prompts to complete your resume. To change your resume status from active to inactive or vice versa, or to change the number of days to remain active, click the link in the Status column. Inactive resumes cannot be seen by employers. To search for jobs by the job title/occupation you associated with this resume, click **Search**. The number in the Views column indicates how many times your resume has been viewed by employers. To delete the resume, click **Delete**. You may create as many resumes as you want, for example, to target another type of job. To create another resume, click **Create a Resume**.
- ❑ On the Resume Preferences page, you can change the status of your resume from active to inactive or vice versa, or update the number of days your resume will remain active. Remember that inactive resumes cannot be seen by employers. To inactivate your resume, type 0 in the Number of Days to Remain Active box. To activate an inactive resume, type the number of days you want your resume to remain active. The maximum allowed number of days is 99. When you are finished, click **Update Resume** to save your changes or click **Cancel** to return to your list of resumes without saving your changes.
- ❑ To search for jobs by the occupation you associated with your resume, click the **Search** link next to the resume you want to search by on your Resumes page. The Advanced Search page displays. Notice that some of the information (such as your desired occupation, minimum salary, location, and education level) are pre-filled using the information you provided when building your resume. Add any additional search criteria you would like, such as key words. If you search using a location (city and state or ZIP code), you must select a search radius. When you are finished adding or modifying your search criteria, click **Search** to view your job matches.
- ❑ Now you know how to build, upload, and manage your resumes in **KANSASWORKS**.

