



Resume Builder – Job Seeker Guide

Table of Contents

Purpose of this Document	2
What is the Resume Builder?	3
How to Use the Resume Builder	3
Create a New Resume	3
Header and Basic Features	4
Work History	5
Education	9
Skills	11
Additional Details.....	17
Professional Summary	25
Finalize Your Resume	28
Resume Format	30
Your Resume List	32
Upload an Existing Resume	33
Work Preferences.....	34
Resume Format	34
Your Resume List	35
Resume Builder Staff Considerations	35
Resume Builder Job Search Considerations	36

Purpose of this Document

This guide helps Job Seekers learn how to use the Resume Builder tool in their state's JobLink website.

What is the Resume Builder?

Resume Builder is a tool that helps you create a resume that you can use for finding jobs in your state’s JobLink website. This tool allows you to either create a resume from scratch (by filling in forms) or upload an existing resume for use in the system. Whichever way you use the Resume Builder, it is important to have at least one current resume for your job search.

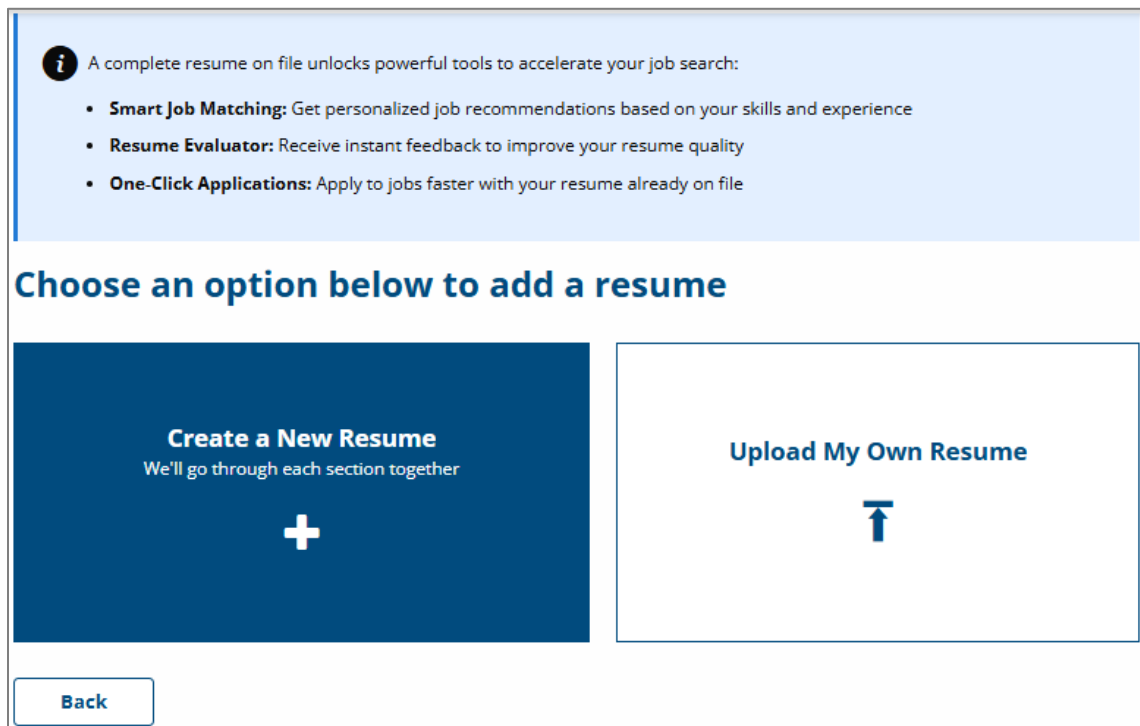
How to Use the Resume Builder

Create a New Resume

Creating a new resume is the most thorough way to build a resume in JobLink. By filling in the forms in the Resume Builder, you’re making your skills, experience, and education more visible to employers. The more visible you are, the more likely you are to find jobs that may be a good fit for you.

This section of the Resume Builder guide will walk you through how to create a new resume in JobLink.

To start, you will need to select “Create a New Resume” in the resume section of your Job Seeker profile.



The screenshot displays the Resume Builder interface. At the top, a light blue banner contains an information icon and text: "A complete resume on file unlocks powerful tools to accelerate your job search:". Below this, a bulleted list highlights three features: "Smart Job Matching" (personalized job recommendations), "Resume Evaluator" (instant feedback), and "One-Click Applications" (faster job applications). The main section is titled "Choose an option below to add a resume". It features two large buttons: a dark blue button labeled "Create a New Resume" with the subtext "We'll go through each section together" and a white plus icon, and a white button labeled "Upload My Own Resume" with a blue upward arrow icon. A "Back" button is located at the bottom left.

Figure 1 - Create a New Resume

Header and Basic Features

Once selected, the new resume flow will begin. You will be taken to the Header creation page. This page has several important elements that are common to most Resume Builder pages, so it is important to understand them before moving forward.

The screenshot shows the 'Create your resume's header' page. At the top is a progress tracker (1) with seven steps: Header, Experience, Education, Skills, Details, Summary, and Finalize. The 'Header' step is the first and is highlighted with a blue circle. Below the progress tracker is the title 'Create your resume's header' and a subtitle 'This section will provide employers with your basic information.' The form contains several input fields: 'Resume Title (required)' (2), 'Job Title', 'First Name (required)', 'Last Name (required)', 'Phone Number (required)', 'Email (required)', 'Postal Code' (3), 'City', and 'State'. A 'Cancel' button is at the bottom left, and a 'Continue' button (4) is at the bottom right.

Figure 2 - Header Creation Page

1. Progress Tracker
 - a. Shows you what steps you have completed, what step you are on, and what steps remain
2. Required Fields
 - a. These fields MUST be filled in before you can continue
3. Non-Required Fields
 - a. These fields are not required to continue, but we recommend you fill out as much information as possible
4. Continue
 - a. This button will move you forward through the builder once all required fields are filled

Once the required fields have been completed, select the “Continue” button to move to the next page.

Work History

The screenshot displays the 'Work History' section of a resume builder interface. At the top, a green notification bar states 'Successfully Added Resume Header!'. Below this, a progress bar indicates the current step is 'Experience', which is highlighted with a blue circle and a green checkmark. The other steps are 'Header', 'Education', 'Skills', 'Details', 'Summary', and 'Finalize', each represented by a grey circle. The 'Add Experience' button is prominently displayed on the right side of the page, enclosed in a green box with a green arrow pointing to it. A 'Back' button is located at the bottom left, and a 'Continue' button is at the bottom right.

Figure 3 - Work History

At the top of the page, you will see a notification that your Header was created successfully.

Now, on the Work History page, select “Add Experience” to add each job you have worked in the past.

Resume Builder – Job Seeker Guide

The screenshot shows the 'Add Work History' form within a multi-step process. The steps are: Header, Experience, Education, Skills, Details, Summary, and Finalize. The 'Experience' step is the current active step, indicated by a green checkmark and a blue circle. The form is titled 'Add Work History' with the instruction 'Provide the details of this position.' The form fields are: 'Job Title (required)' and 'Employer (required)' (text input fields), 'Occupation (required)' (text input field with a search link 'Search for O*NET Codes'), 'Start Date (required)' (date picker with format 'mm/dd/yyyy'), and 'End Date' (date picker with format 'mm/dd/yyyy'). There is a checkbox labeled 'I currently work here'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Continue' button.

Figure 4 - Add Work History

The Add Work History page asks you for basic information about the job: Title, Employer, dates, and so on. The Occupation field specifically asks for the job type based on O*Net codes. To find the correct O*Net code, simply type the job title into the Occupation field, and suggestions will pop up. Pick the suggestion that most closely matches what your job was. (You won't always find an exact Occupation match, and that's okay; you just want to be as close as possible with this field. The closer you are, the better the system can help you find a new job related to this experience.)

Once you have completed this Add Work History page, select "Continue" to move to the next page.

Resume Builder – Job Seeker Guide

Header Experience Education Skills Details Summary Finalize

Work History Details

Job Title: Technical Writer

Generate Input ✨ [Our AI Policy](#)

B *I* [Bulleted List] [Numbered List] [Undo] [Redo] [Link]

Minimum 25 characters

Back Continue

Figure 5 - Work History Details

The Work History Details page is where you will provide more information about what you did at the job you have defined so far.

For example, if you said your Job Title on the previous page was an Administrative Assistant, information you might list on this page could include the following:

- Managed office calendar by tracking appointments and employee schedules
- Answered office phone and transferred callers to the appropriate department representative

To help you create statements for your Work History Details, you can select the “Generate Input” button, which will prompt JobLink’s AI agent to provide a list of suggestions. These suggestions are based on the information you have provided along with job duties that are often associated with the job you worked.

Resume Builder – Job Seeker Guide

Header Experience Education Skills Details Summary Finalize

Work History Details

Job Title: Technical Writer

[Generate with AI](#) [Our AI Policy](#)

B *I*

-

- 1

[↶](#) [↷](#) [🔗](#)

- Authored and maintained comprehensive technical documentation for software products, enhancing user understanding and reducing support tickets by 25% over three years.
- Developed intuitive user manuals and online help systems for diverse industries including healthcare, finance, and technology, ensuring compliance with regulatory standards.
- Collaborated with cross-functional teams to produce clear, concise, and visually appealing documentation, decreasing product development cycles by 15%.
- Created and updated standard operating procedures (SOPs) for manufacturing processes, improving operational efficiency and reducing training time for new employees.
- Utilized Adobe FrameMaker and MadCap Flare to design and manage large-scale documentation projects, streamlining content reuse and version control.
- Conducted user testing and feedback sessions to refine documentation, resulting in a 30% increase in user satisfaction scores and a 20% reduction in customer support inquiries.

Minimum 25 characters

i The AI-generated details are suggestions based on the information you have provided. Please review the information for accuracy, and edit any numbers and statements so that they are more relevant to your actual work experience.

[Back](#) [Continue](#)

Figure 6 - Work History Details – AI

As a Job Seeker, you are responsible for checking that the AI suggestions are correct for your specific work experience. Because the AI provides general statements, some statements may not apply to the work that you actually did. You can freely edit, remove, or add to the AI suggestions to make them match your experience from this job.

NOTE: If you have any questions about how JobLink’s AI suggestions work, please select the “Our AI Policy” button on any page where an AI feature is used. This button will bring up a window that details how the AI works and how your information is protected.

Once the Work History Details has all the information you think it needs, select “Continue” to return to the Work History page.

Resume Builder – Job Seeker Guide

Work History
Now let's collect your work experience.

Sortable Listing of your work experience sorted by Period of Employment, descending

Actions	Job Title	Company	Period of Employment
Edit	Technical Writer	ThatOne	Jan 2020 - Jul 2026

[Add Experience](#)

[Back](#) [Continue](#)

Figure 7 - Work History – Populated

When you have created at least one item in the Work History section, it will appear on this page. You will see the Job Title, Company, and Period of Employment for each job that you have filled out in the Add Work History and Work History Details pages.

To add more jobs, select the “Add Experience” button. To move to the next section of the Resume Builder, select “Continue.”

Education

Education
Now let's collect your Education experience.

[Add Education](#)

[Back](#) [Continue](#)

Figure 8 – Education

After Work History is Education. Like how you filled out your work history, you will provide details related to your education history. Select “Add Education” to begin.

Resume Builder – Job Seeker Guide

The screenshot displays the 'Add Education' screen within a resume builder interface. At the top, a progress bar indicates the current step is 'Education', with previous steps 'Header' and 'Experience' marked as complete. The main heading is 'Add Education' with the instruction 'Provide the details of your education.' Below this, there are five required input fields: 'School Name', 'Field of Study' (with a 'Browse CIP codes' link), 'Education Level' (a dropdown menu), 'Start Month/Year', and 'End Month/Year'. Each date field has a calendar icon. At the bottom, there are 'Cancel' and 'Continue' buttons.

Figure 9 - Add Education

On the Add Education screen, you will provide the name of your school, the field of study, the education level, and the dates related to this part of your education.

Like the Occupation Title in work history is related to O*Net codes, the Field of Study is related to CIP codes. Start by typing what you studied for your degree, and a drop-down box will appear with suggestions. Pick the Field of Study that best matches your education, as this will help to match you with appropriate jobs, just like the Occupation Title does.

Once you have filled out this page, select “Continue.”

Resume Builder – Job Seeker Guide

The screenshot shows the 'Education' section of a resume builder. At the top, a progress bar has seven steps: Header, Experience, Education, Skills, Details, Summary, and Finalize. The first three steps are marked with green checkmarks, and the 'Education' step is highlighted with a blue circle. Below the progress bar, the title 'Education' is followed by the instruction 'Now let's collect your Education experience.' A heading 'Listing of your education' is centered above a table. The table has three columns: 'Actions', 'Education Institution', and 'Degree/Diploma Level'. One row is visible with the institution 'MySchool' and the degree 'Bachelor's Degree'. The 'Actions' column for this row contains an 'Edit' button and a trash icon. To the right of the table is an 'Add Education' button. At the bottom left is a 'Back' button, and at the bottom right is a 'Continue' button.

Actions	Education Institution	Degree/Diploma Level
Edit	MySchool	Bachelor's Degree

Figure 10 - Education – Populated

Like the Work History page, the Education page will list out each piece of your educational history, including the Education Institution and Degree/Diploma level. To add more, select “Add Education.” To move on to the next screen, select “Continue.”

Skills

The screenshot shows the 'Relevant Skills' section of a resume builder. At the top, a progress bar has seven steps: Header, Experience, Education, Skills, Details, Summary, and Finalize. The first three steps are marked with green checkmarks, and the 'Skills' step is highlighted with a blue circle. Below the progress bar, the title 'Relevant Skills' is followed by the instruction 'Employers scan for relevant keywords.' To the right of this text is an 'Add Skills' button. At the bottom left is a 'Back' button, and at the bottom right is a 'Continue' button.

Figure 11 - Relevant Skills

The Relevant Skills section of the Resume Builder will help you express things that you’re good at, whether or not they relate directly to a previous job or education experience. Select “Add Skills” to start.

Resume Builder – Job Seeker Guide

Header Experience Education Skills Details Summary Finalize

Add Your Skills

Choose from our suggestions or add your own!

1 **Generate Input** AI [Our AI Policy](#)

2 **Search Skills**

Showing 0 results

Type to search skills

Possible Skills List

Skills Description

Cancel Continue

Figure 12 - Add Your Skills

There are two ways that you can add skills to your resume:

1. AI suggestions
2. Skills Search

This guide will show you how to use a mix of both of these methods to add skills to your resume.

Resume Builder – Job Seeker Guide

Header Experience Education Skills Details Summary Finalize

Add Your Skills

Choose from our suggestions or add your own!

Generate with AI Our AI Policy

Search Skills

Type to search skills

Showing 10 results

Possible Skills List

- + Edit, standardize, or make changes to material prepared by other writers or establishment personnel.
- + Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods.
- + Maintain records and files of work and revisions.
- + Observe production, developmental, and experimental activities to determine operating procedure and detail.
- + Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.

Skills Description

Cancel Continue

Figure 13 - Add Your Skills – AI

After selecting the “Generate Input” button, a list of suggested skills will appear in the left-hand box on the screen. These suggestions are based on the information that you have included in your resume so far, including the O*Net and CIP codes.

To add a skill to your resume, select the “+” symbol to the left of the desired skill. Once selected, the skill will appear in the right-hand Skills Description box.

Resume Builder – Job Seeker Guide

The screenshot shows the 'Skills' section of a resume builder interface. At the top, a progress bar indicates the user is currently on the 'Skills' step, with previous steps (Header, Experience, Education) marked as complete and subsequent steps (Details, Summary, Finalize) pending. The main heading is 'Add Your Skills' with the subtext 'Choose from our suggestions or add your own!'. There are two buttons: 'Generate with AI' and 'Our AI Policy'. Below these is a 'Search Skills' input field with the placeholder text 'Type to search skills'. The 'Possible Skills List' on the left contains five items, each with a plus icon and a description. The first item is highlighted. The 'Skills Description' area on the right shows a detailed description for the selected skill, with a green box highlighting an 'x' icon in the top right corner, indicating a removal option. At the bottom, there are 'Cancel' and 'Continue' buttons.

Add Your Skills
Choose from our suggestions or add your own!

[Header](#) [Experience](#) [Education](#) **Skills** [Details](#) [Summary](#) [Finalize](#)

[Generate with AI](#) [Our AI Policy](#)

Showing 10 results

Possible Skills List

- + Edit, standardize, or make changes to material prepared by other writers or establishment personnel.
- + Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods.
- + Maintain records and files of work and revisions.
- + Observe production, developmental, and experimental activities to determine operating procedure and detail.
- + Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.

Skills Description

Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods. **x**

[Cancel](#) [Continue](#)

Figure 14 - Suggested Skill Added

If you wish to remove a skill that has been added, you may select the “x” symbol to the right of the skill.

You can also add skills to your resume by searching for them. Click in the “Type to search skills” field and type in words or phrases that relate to the skill you’re looking for.

Resume Builder – Job Seeker Guide

Header Experience Education Skills Details Summary Finalize

Add Your Skills

Choose from our suggestions or add your own!

[Generate with AI](#) [Our AI Policy](#)

Search Skills

Type to search skills

Showing 10 results

Possible Skills List

- + Edit, standardize, or make changes to material prepared by other writers or establishment personnel.
- + Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods.
- + Maintain records and files of work and revisions.
- + Observe production, developmental, and experimental activities to determine operating procedure and detail.
- + Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.

writing

Assist nanoscientists or engineers in writing process specifications or documentation.

Communicate geological findings by writing research papers, participating in conferences, or teaching geological science at universities.

Complete administrative responsibilities, such as coordinating paperwork, scheduling case management activities, or writing lesson plans.

[Cancel](#) [Continue](#)

Figure 15 - Searching for Skills

You will see a list of skills based on what you type. You may delete your search text and search for new skills in this field at any time while on this screen. Once you find a skill you would like to add, select it to add it to your skills list.

Resume Builder – Job Seeker Guide

Add Your Skills
Choose from our suggestions or add your own!

[Header](#) [Experience](#) [Education](#) **Skills** [Details](#) [Summary](#) [Finalize](#)

[Generate with AI](#) [Our AI Policy](#)

Showing 10 results

Possible Skills List

- + Edit, standardize, or make changes to material prepared by other writers or establishment personnel.
- + Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods.
- + Maintain records and files of work and revisions.
- + Observe production, developmental, and experimental activities to determine operating procedure and detail.
- + Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.

Skills Description

- Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods.
- Communicate geological findings by writing research papers, participating in conferences, or teaching geological science at universities.

[Cancel](#) [Continue](#)

Figure 16 - Two-Item Skill List

Keep adding skills until you have a list that you are happy with. Once finished, select “Continue” to move on.

Resume Builder – Job Seeker Guide

Header Experience Education Skills Details Summary Finalize

Relevant Skills

Employers scan for relevant keywords.

Listing of your skills

Skill

Communicate geological findings by writing research papers, participating in conferences, or teaching geological science at universities.

Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods.

Edit Skills

Back Continue

Figure 17 - Relevant Skills – Populated

You will now see your chosen skills listed on the Relevant Skills page. If you wish to add top or remove from this list, select “Edit Skills.” If you are happy with your skills list, then select “Continue” to move to the next page.

Additional Details

Header Experience Education Skills Details Summary Finalize

Add Additional Details

Select a category to add more details.

Awards & Honors Certifications & Licenses

Websites & Social Links References

Back Continue

i Tip
Additional details are optional but can help your resume stand out to employers.

Figure 18 - Additional Details

The Additional Details page contains four sections that allow you to add even more information to your resume. The sections are as follows:

- Awards and Honors

Resume Builder – Job Seeker Guide

- Certifications and Licenses
- Websites and Social Links
- References

Each section is optional, so you could click “Continue” to go to your summary right away. We highly recommend that you fill out any of these sections if you have related information. Select the related button for any section you would like to fill out.

Once you have completed all sections that are related to your job search, select “Continue” to move on to the Professional Summary page.

Awards and Honors

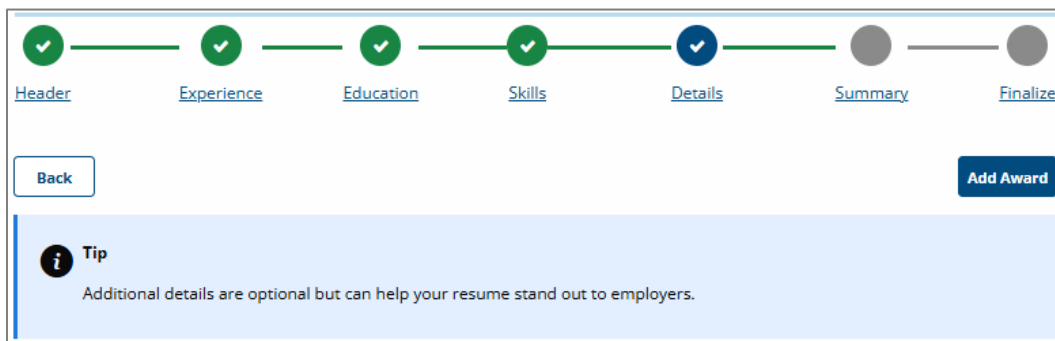
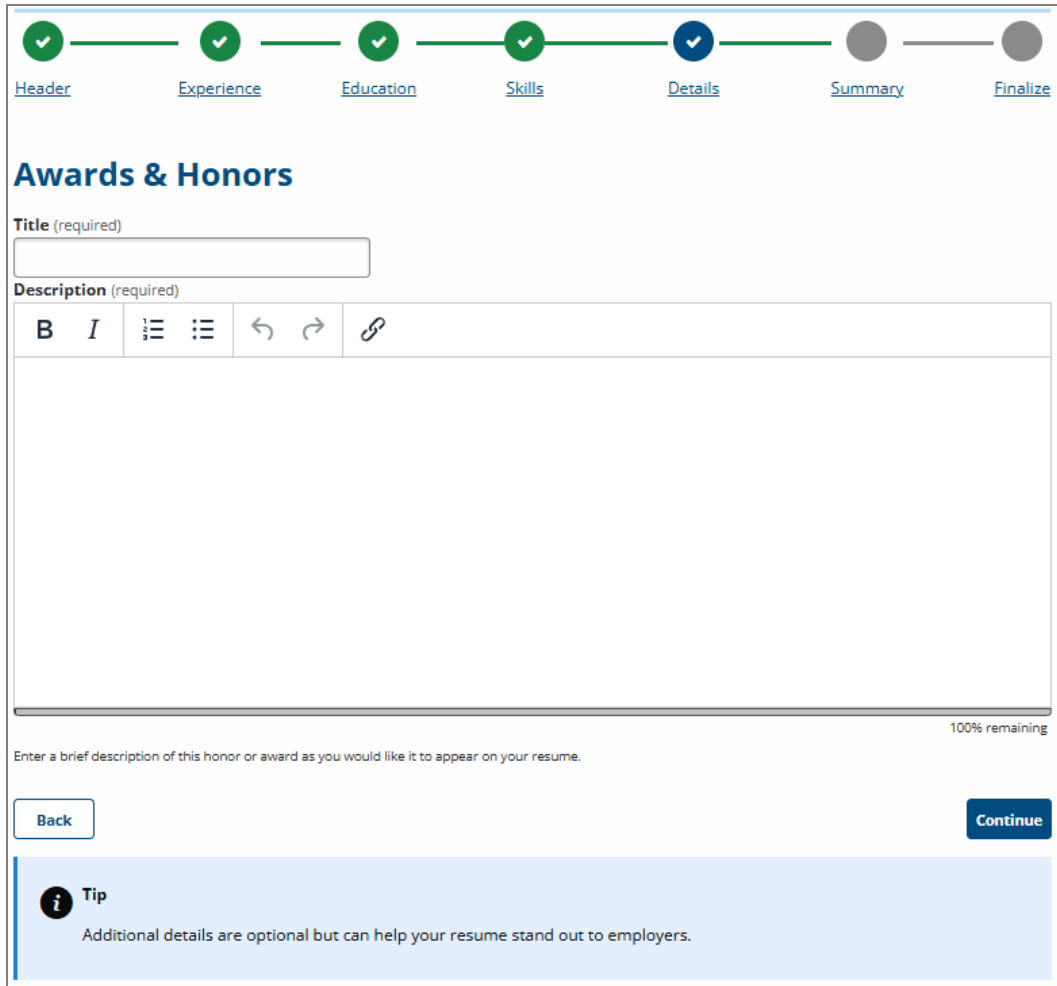


Figure 19 - Awards and Honors

You will first see the Awards and Honors summary screen. The first time you come here, the screen will be blank except for the “Back” and “Add Award” buttons. To add an award, select “Add Award.”

Resume Builder – Job Seeker Guide



Awards & Honors

Title (required)

Description (required)

B I [List Icons] [Undo] [Redo] [Link]

100% remaining

Enter a brief description of this honor or award as you would like it to appear on your resume.

[Back](#) [Continue](#)

Tip
Additional details are optional but can help your resume stand out to employers.

Figure 20 - Awards and Honors Form

You will now see the Awards and Honors form, which has two required fields: Title and Description. Neither of these fields have strict requirements, so type in the relevant information in each field.

For example, if you won an award for “Tutor of the Year” for a skill related to the job you want, you would type “Tutor of the Year” in the Title field. Then, in the description field, you would describe the award. Include information like how many other tutors were nominated, how you were selected, and anything else that shows why the award is meaningful.

Remember, each item you include in your resume is meant to show why you are a good candidate for any jobs you apply to.

Once finished, select “Continue” to return to the Awards and Honors summary screen.

Resume Builder – Job Seeker Guide

The screenshot displays the 'Summary' page of a Resume Builder interface. At the top, a progress bar shows seven steps: Header, Experience, Education, Skills, Details, Summary, and Finalize. The first four steps are marked with green checkmarks, 'Details' with a blue checkmark, and 'Summary' and 'Finalize' with grey circles. Below the progress bar, the text 'Sortable table sorted by Award, ascending' is centered. The main content area features a table with one row containing the text 'MyAward'. To the left of the table is an 'Actions' column with 'Edit' and delete icons. To the right is an 'Award' column with a sort icon. At the bottom left is a 'Back' button, and at the bottom right is an 'Add Award' button. A light blue tip box at the bottom contains an information icon and the text: 'Tip: Additional details are optional but can help your resume stand out to employers.'

Actions	Award
Edit	MyAward

Figure 21 - Awards and Honors – Filled

You will now see your added award on this summary screen. If there is a mistake with an award, you can select the “Edit” button to change the details of the specific award. Also, you can delete the award by selecting the trash can icon. Feel free to add as many awards as you think are relevant to the kinds of jobs that you will apply to with this resume.

Once you are done adding awards, select the “Back” button to return to the Additional Details page.

Certifications and Licenses

Certifications and Licenses is set up the same way as Awards and Honors, where you will first see a summary page, then click through to the form, and return to the summary page after completing each form (see previous section). Because the same summary pages are used for each section, we will skip over the summary and jump straight into the Certifications and Licenses form.

Header Experience Education Skills **Details** Summary Finalize

Certifications & Licenses

License or Certification (required)

Description (required)

B I [List Icons] [Undo] [Redo] [Link]

100% remaining

Enter a brief description of this license or certification as you would like it to appear on your resume.

Month/Year Earned

MM / YYYY

Back Continue

Figure 22 - Certifications and Licenses Form

This form works similarly to the Awards and Honors form, except that you should also provide the month and year in which the certification or license was earned in the Month/Year Earned field. This will help potential employers know whether the certification or license is active. Once you have filled out your title, description, and date earned, select “Continue” to return to the summary screen.

The summary screen will show you all of your added licenses and certifications, and you will be able to edit, remove, or add more before returning to the Additional Details page.

Websites and Social Links

The screenshot shows a progress bar at the top with seven steps: Header, Experience, Education, Skills, Details, Summary, and Finalize. The 'Details' step is currently active, indicated by a blue circle with a checkmark. Below the progress bar, the 'Website Addresses' section states 'You have no website addresses.' and includes a '+ Add a Website Address' button. A 'Back' button is located below this section. At the bottom, a light blue tip box contains an information icon and the text: 'Tip: Additional details are optional but can help your resume stand out to employers.'

Figure 23 - Websites and Social Links

The Websites and Social Links summary page looks a little different from the Awards and Honors summary page and Certifications and Licenses summary page, but it works very similarly. To add a new website, select the “Add a Website Address” button in the “Website Addresses” box.

The screenshot shows the 'Web Address' form. At the top is a progress bar with seven steps: Header, Experience, Education, Skills, Details, Summary, and Finalize. The 'Details' step is active, indicated by a blue circle with a checkmark. The form contains two required fields: 'Label (required)' and 'Website (required)'. Below the 'Label' field is a hint: 'e.g., Portfolio, LinkedIn, GitHub, etc.' Below the 'Website' field is a hint: 'Must include the full URL, including http:// or https://'. At the bottom left is a 'Back' button, and at the bottom right is a 'Continue' button.

Figure 24 - Websites and Social Links Form

The Web Address page allows you to include a link to your website or social profile. Each address has two components: the Label and the Website.

The Label is the actual text that an employer would see in your profile or on your resume. For example, you might type “LinkedIn Profile” in the label field if you wanted to add your LinkedIn profile to this resume.

The Website is the actual URL of the site or profile. Website URLs typically start with “https://” and have a long string of characters that follow. You will need to copy the URL of the site that you wish to add.

Many professional social media sites have a “share profile” button or something similar on the profile page, which automatically copies this URL onto your computer’s clipboard.

Once copied, paste the URL into the Website field of the Web Address page.

One these fields are completed, select “Continue” to review your website information.

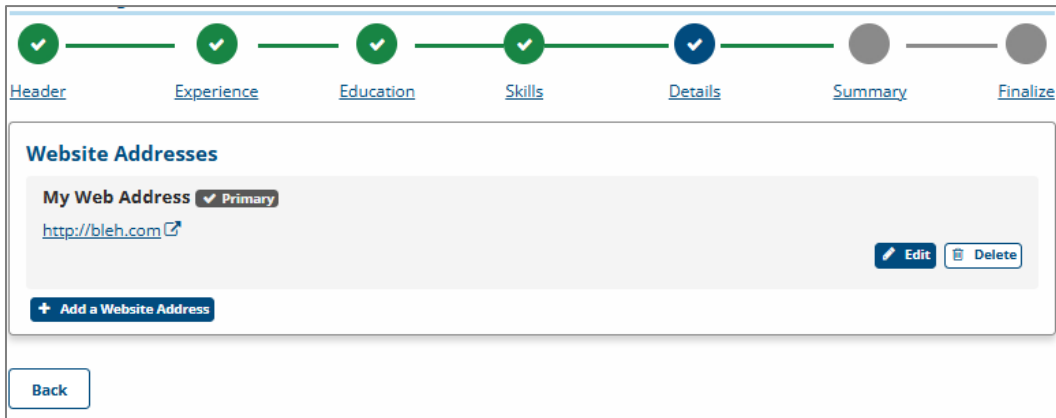


Figure 25 - Websites and Social Links – Filled

On the summary page, you will see the Label and the Website information in the list of Website Addresses. In the provided image, the text “My Web Address” was taken from the Label field, while “http://bleh.com” was taken from the Website field.

If you see any errors, or if you wish to remove a website from your list, you may use the “Edit” and “Delete” buttons on each specific website. You can use the “Add a Website Address” button to add as many websites as you think are relevant to your job search.

NOTE: Be careful to only include websites in your resume that relate to your job search, like LinkedIn or any web-hosted portfolios. You should typically avoid including social media sites like Facebook, Instagram, or any sites that are not related to your profession.

Once you are finished adding websites, select “Back” to return to the Additional Details page.

References

The References form contains a lot of individual fields to help you identify people who can speak highly of your previous work to a potential new employer.

The form is titled "References" and is part of a multi-step process. The progress bar at the top shows steps: Header, Experience, Education, Skills, Details (current), Summary, and Finalize. The "References" section includes the following fields:

- First Name** (required): Text input field.
- Last Name** (required): Text input field.
- Middle Initial**: Text input field.
- Job Title**: Text input field.
- Company name**: Text input field.
- Address**: Section header for the following fields.
 - Address Line 1**: Text input field.
 - Address Line 2**: Text input field.
 - ZIP**: Text input field.
 - City**: Text input field.
 - State**: Dropdown menu (currently showing "Maine").
 - Country**: Dropdown menu (currently showing "United States").
 - Phone**: Text input field.
 - Phone 2**: Text input field.
- Fax**: Text input field.
- Relationship**: Text input field. Below it, a note says: "Enter this individual's professional or business relationship to you."
- Email**: Text input field.

At the bottom of the form, there is a "Back" button on the left and a "Continue" button on the right.

Figure 26 - References Form - 2 Parts

The only required fields in the References form are First Name and Last Name. While you could submit a reference with just that information, you should include as much information about the person that you have available.

Resume Builder – Job Seeker Guide

Company Name and Job Title are good pieces of information to include, as these will help potential employers understand what your professional relationship with the person was like.

Additionally, one piece of contact information is highly important, so that any potential employer can reach out to the reference person (either email or phone number).

Once you have completed the form, select “Continue” to return to the References summary page.

Actions	Name	Email	Company
Edit Print Screens	Print Screens	print.d.screens@business.com	ThatOne

Figure 27 - References Summary – Filled

You will be able to edit or remove individual references using the “Edit” button or trash can icon, and you can continue to add references using the “Add Reference” button in the bottom-right of the screen.

Once finished with your references, select “Back” to return to the Additional Details Page.

Professional Summary

Professional Summary
Your summary provides employers with a quick review of who you are.

Figure 28 - Professional Summary

Resume Builder – Job Seeker Guide

The Professional Summary page allows you to create a short paragraph for the top of your resume. This paragraph is meant to give a quick snapshot of your experience and what kind of goals you have for your job search. Select “Add Summary” to make your summary.

The screenshot shows the 'Professional Summary Details' form. At the top, a progress bar indicates the completion status of various sections: Header (checked), Experience (checked), Education (checked), Skills (checked), Details (checked), Summary (active, highlighted in blue), and Finalize (unchecked). Below the progress bar, the title 'Professional Summary Details' is displayed. To the right of the title are two buttons: 'Generate Input' (purple) and 'Our AI Policy' (blue). Below the title is a rich text editor with a toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, undo, redo, and link. The main area of the form is a large, empty text box for entering the summary. At the bottom left is a 'Back' button, and at the bottom right is a 'Continue' button.

Figure 29 - Professional Summary Form

The Professional Summary Details form will allow you to type freely if you have something in mind for your summary already. You can also use the “Generate Input” button to allow JobLink’s AI system to create an example summary based on the information that is already in your resume.

Resume Builder – Job Seeker Guide

Header Experience Education Skills Details Summary Finalize

Professional Summary Details

[Generate with AI](#) [Our AI Policy](#)

B *I* [List Icons] [Undo] [Redo] [Link]

Demonstrating exceptional expertise in technical writing, comprehensive documentation for software products was authored, reducing support tickets by 25%. Detailed user manuals and online help systems for a healthcare technology firm were developed, ensuring compliance with FDA regulations. Clear, concise instructional materials for a leading e-commerce platform were collaborated on with cross-functional teams. API documentation for a fintech startup was created, improving developer onboarding time by 30%. A documentation management system was implemented, streamlining the review process and reducing project turnaround time by 20%.

i The AI-generated summary is based on the information you have provided. Please review the details and edit any numbers and statements so that they correctly align with your overall professional and educational history.

[Back](#) [Continue](#)

Figure 30 - Professional Summary - AI Output

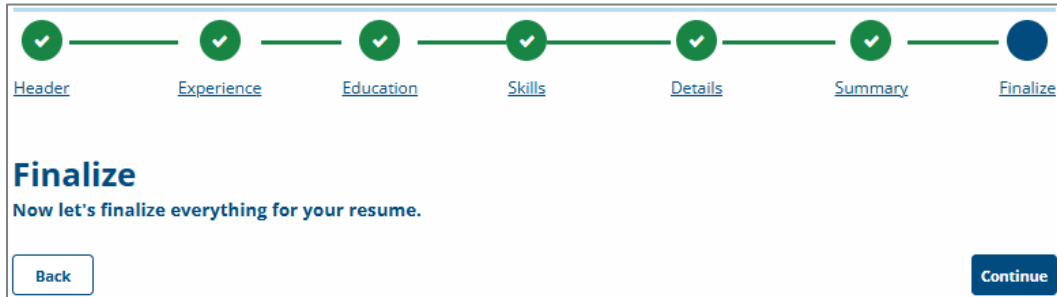
If you use the AI-generated summary, you can freely edit the output to match your specific needs. Be sure to check any numbers or specific accomplishments the AI mentions, as it can sometimes confuse pieces of your experience and will need to be corrected.

NOTE: You must ALWAYS review AI-generated output for accuracy and completeness. Any content that the system generates will attempt to be accurate to your resume and work experience, but this is not always possible. Correct any content that does not match your experience or goals BEFORE continuing with the Resume Builder process.

Once you have completed the Professional Summary, select “Continue” to move on.

Finalize Your Resume

The Finalize section of the Resume Builder will allow you to specify your goals for your job search. You will first be presented with the following screen to let you know that you are almost done building your resume.

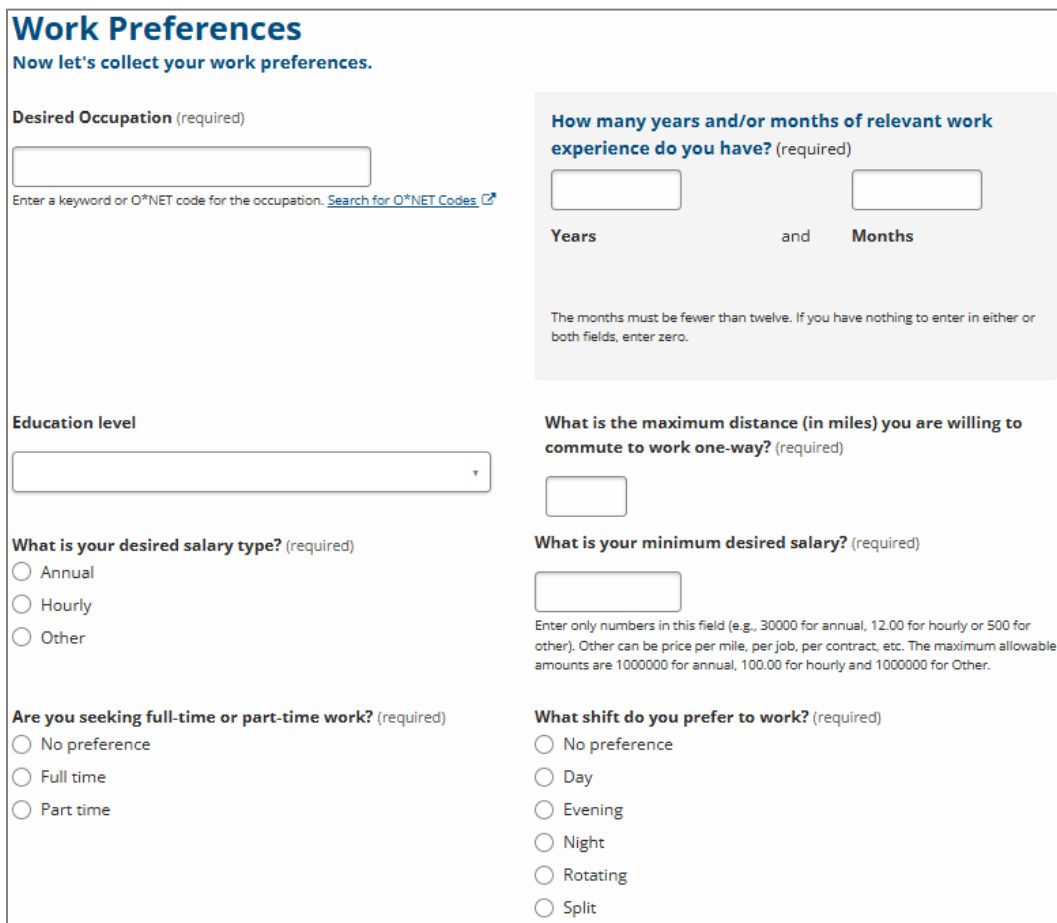


Finalize
Now let's finalize everything for your resume.

[Back](#) [Continue](#)

Figure 31 - Finalize Section

Select “Continue” to move on to the form.



Work Preferences
Now let's collect your work preferences.

Desired Occupation (required)

Enter a keyword or O*NET code for the occupation. [Search for O*NET Codes](#)

How many years and/or months of relevant work experience do you have? (required)

Years and Months
The months must be fewer than twelve. If you have nothing to enter in either or both fields, enter zero.

Education level

What is your desired salary type? (required)
☐ Annual
☐ Hourly
☐ Other

Are you seeking full-time or part-time work? (required)
☐ No preference
☐ Full time
☐ Part time

What is the maximum distance (in miles) you are willing to commute to work one-way? (required)

What is your minimum desired salary? (required)

Enter only numbers in this field (e.g., 30000 for annual, 12.00 for hourly or 500 for other). Other can be price per mile, per job, per contract, etc. The maximum allowable amounts are 1000000 for annual, 100.00 for hourly and 1000000 for Other.

What shift do you prefer to work? (required)
☐ No preference
☐ Day
☐ Evening
☐ Night
☐ Rotating
☐ Split

Figure 32 - Work Preferences Form - Part 1

Resume Builder – Job Seeker Guide

Are you willing to move to another location for work? (required) ☐ Yes ☐ No	Are you willing to travel as a requirement of the job? (required) ☐ Yes ☐ No This does not refer to your willingness to commute to work from your home every day.
Are you willing to accept temporary work? (required) ☐ Yes ☐ No	Do you want job matches for this resume emailed to you? ☐ Yes ☐ No
Where would you like to find employment? (required) Enter a city and state or ZIP. This location is for job-matching purposes only. Your resume will display to employers that conduct resume searches for your designated area and that are within the one-way commuting distance you set.	
Do you have a valid driver's license? (required) ☐ Yes ☐ No	
Back	Continue

Figure 33 - Work Preferences Form - Part 2

The Work Preferences form includes questions about desired salary, target career field, commute, travel, and so on. This information will not be included on your actual resume itself. Instead, JobLink will attach this information to the resume in the system, so that employers can see if your criteria match their job posting.

Be sure to fill out this form as accurately as possible, because this will help you find job listings on JobLink that match your job search goals.

Once you have filled out this form, select “Continue” to review your resume.

Resume Format

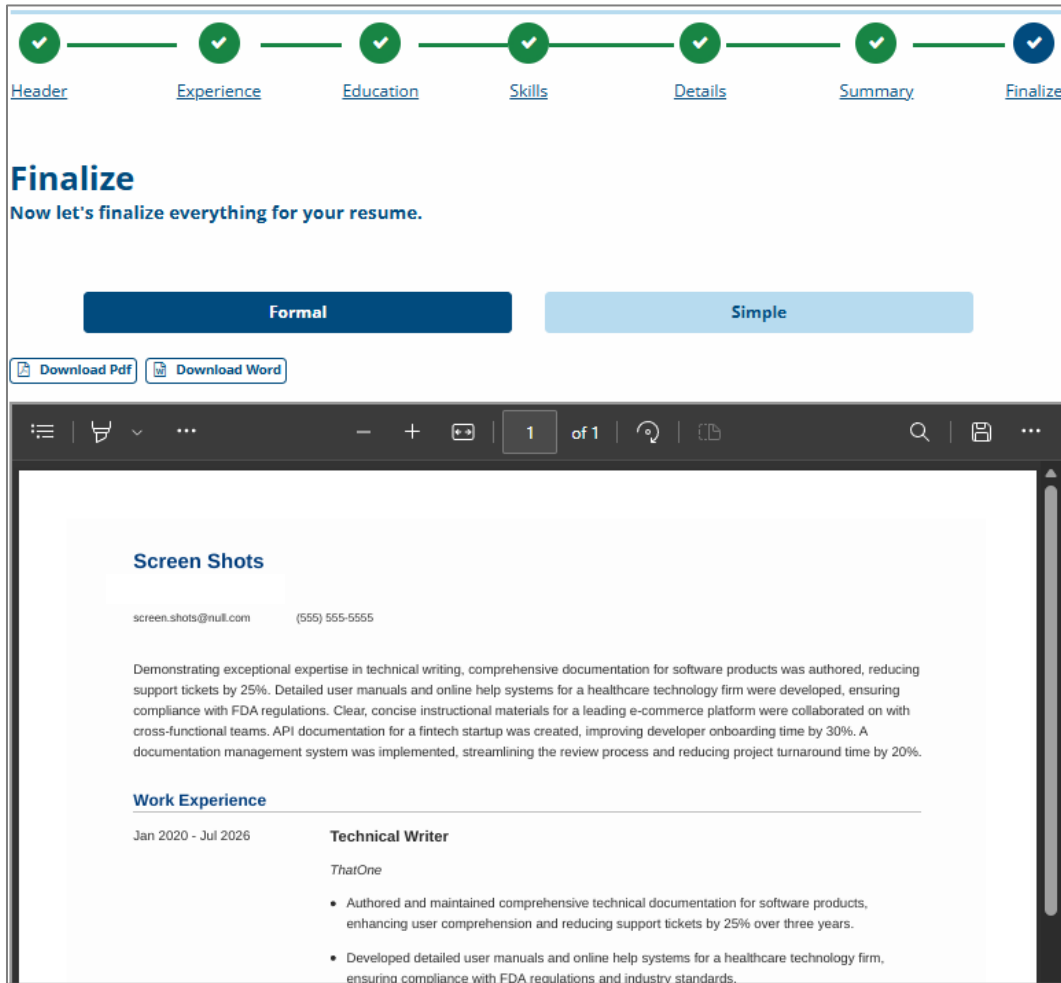


Figure 34 - Finalize – Review

The Review window in the Finalize screen allows you to see what your resume will look like on the page.

You can also select the buttons above the top-left of the window to either download the resume as a PDF or to download it as a Word file. You may want to keep a copy of your resume on your home computer in case you need it outside of JobLink or a workforce center.

You can choose between two formats for your final resume: Formal and Simple.

Resume Builder – Job Seeker Guide

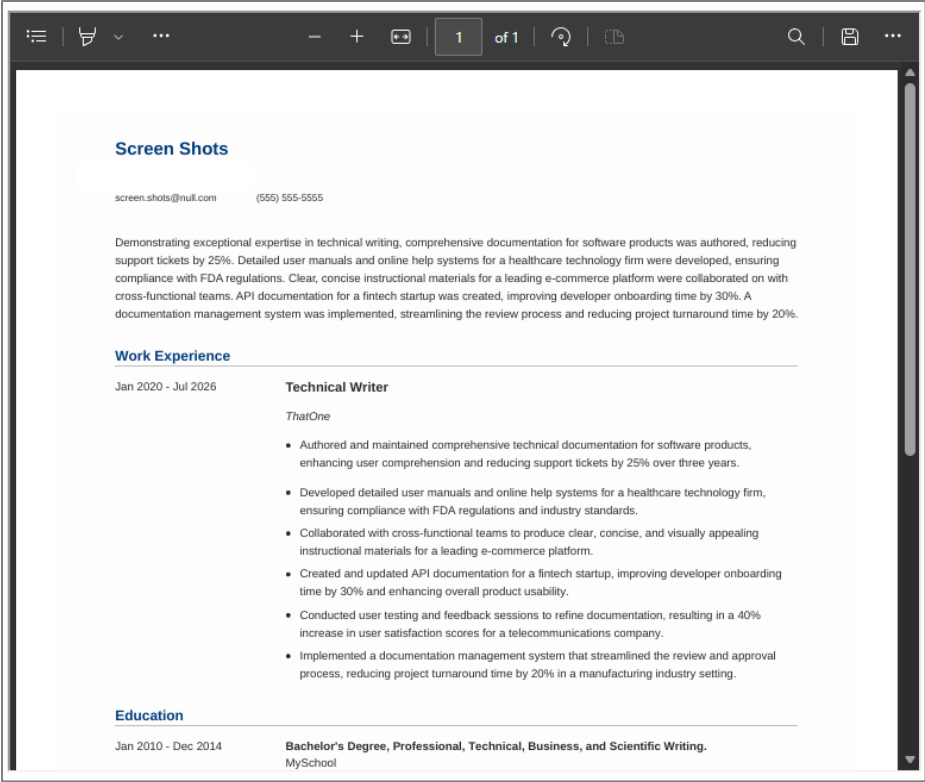


Figure 35 - Simple Format

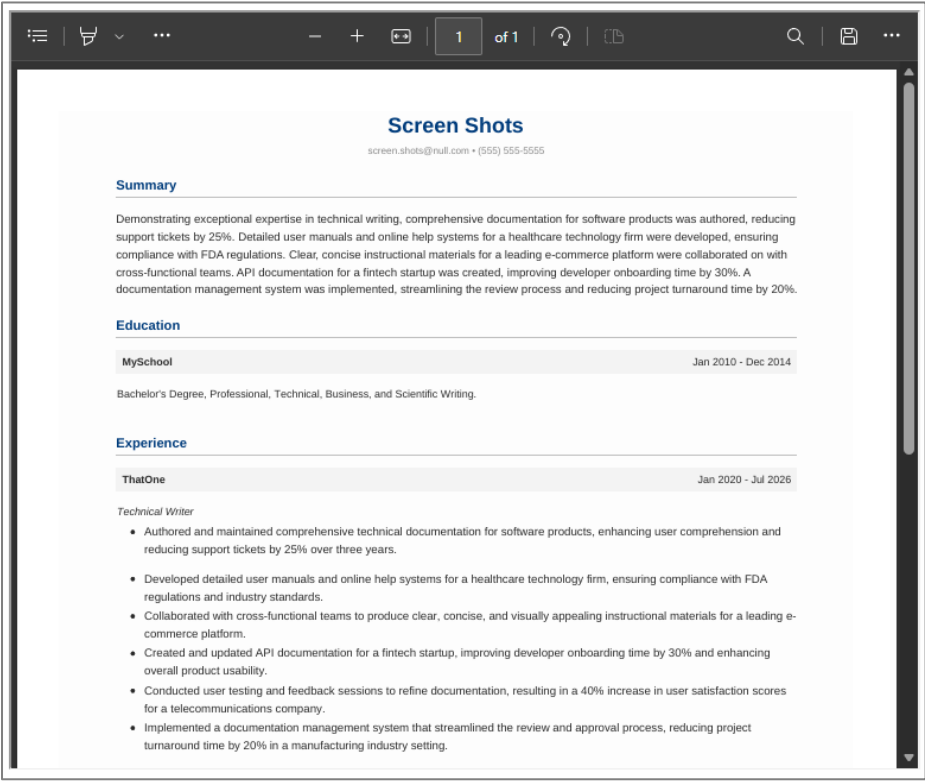


Figure 36 - Formal Format

Resume Builder – Job Seeker Guide

Aside from the differences in style, you'll notice that the sections are in a slightly different order. Both formats have the summary at the top, but the Formal format has education next, while the Simple format has Work Experience instead. These are both valid ways to show your work and education, but each one has a different strength.

If you don't have a lot of work experience, or if you have just finished up school, you may want to use the Formal format. By putting your education first on the resume, you are drawing more attention to it for employers, so that they can see right away that your education is important for your job search.

If you don't have a lot of relevant education, or if you have already worked many jobs or for several years, you may want to use the Simple format. The Simple format highlights your work experience by including it first, so that employers can see that you have already worked jobs that may qualify you for the job that you're applying to.

Remember, neither format is "wrong" for a resume. There may just be certain situations where one format is more helpful than the other.

Once you have selected the format that you prefer and confirmed that your information is correct, select "Publish" in the bottom-right corner of the screen to complete the process.

Your Resume List

Now that you have completed your resume, it is visible in the Resumes portion of your Job Seeker profile on JobLink!

My Resumes

Use Maine JobLink to quickly and easily create a personalized resume from scratch or to upload an existing resume. You can create as many resumes as you want by copying content from previous resumes. If you have any questions about how to use the resume wizard or how to manage your resumes, please visit the [Resumes](#) section of the online user guide.

Views 0	Resume Title Demonstrating exceptional expertise in technical writing, comprehensive documentation for software products was authored, reducing support tickets by 25%. Detailed user manuals and online help systems for a healthcare technology firm were developed, ensuring compliance with FDA regulations. CL... Read full resume details >	Expires in 90 Days Renew Created Aug 13, 2026 Last Updated Aug 13, 2026
View/Edit Evaluations Edit Selections		

Figure 37 - Resume List

If you ever wish to view the details of your resume or edit it, you can do so from the buttons located here. This window also shows you how many times your resume has been viewed

and when it will expire. Every 90 days, you will need to make sure that your resume is up to date, that way it stays as useful as possible for your job search.

Upload an Existing Resume

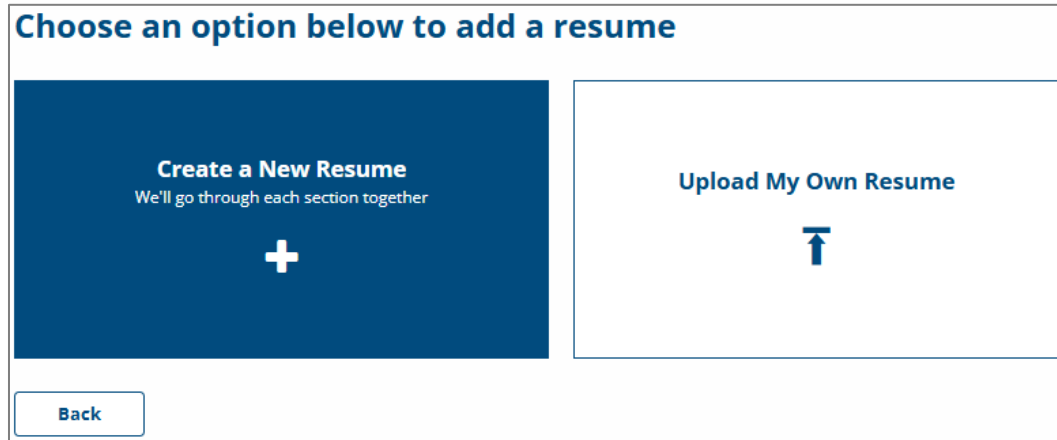


Figure 38 - Select Resume Method

Uploading an existing resume into JobLink is the quickest way to have a resume that is ready to use for job searches. You can upload any resume that is saved as a PDF.

Although uploading is quick, you should create a “new” resume through the builder whenever possible. By copying information into the “create” tool, you are giving the system more information that it can use to match you with jobs that may be a good fit for you. (See the previous section for the step-by-step guide on how to create a new resume.)

To upload an existing resume, select the “Upload My Own Resume” tile. A window will pop up on your computer, and you will use that window to search for the file that you want to upload. After selecting the file, the file’s name will appear on the “Upload My Own Resume” button in JobLink.

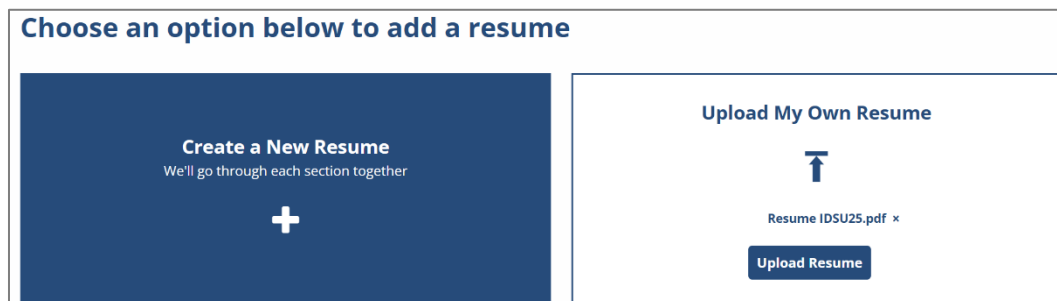
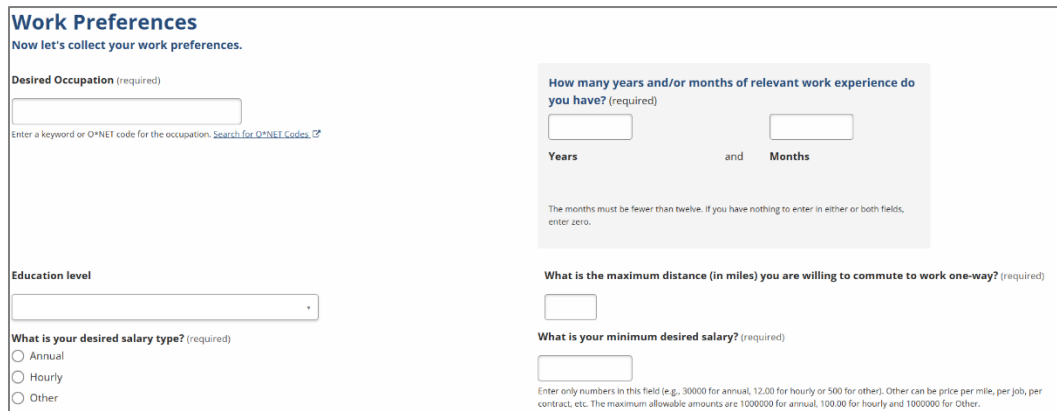


Figure 39 - Upload Resume Button

Once you confirm that the file name is correct, select “Upload Resume” to begin the process.

Work Preferences

When uploading a resume, you will be taken directly to the Work Preferences form.



The screenshot shows the 'Work Preferences' form with the following sections:

- Desired Occupation (required):** A text input field with a placeholder 'Enter a keyword or O*NET code for the occupation. [Search for O*NET Codes](#).' Below the field is a link 'Search for O*NET Codes'.
- Education level:** A dropdown menu.
- What is your desired salary type? (required):** Three radio buttons: 'Annual', 'Hourly', and 'Other'.
- How many years and/or months of relevant work experience do you have? (required):** Two input fields labeled 'Years' and 'Months' separated by 'and'. Below them is a note: 'The months must be fewer than twelve. If you have nothing to enter in either or both fields, enter zero.'
- What is the maximum distance (in miles) you are willing to commute to work one-way? (required):** An input field.
- What is your minimum desired salary? (required):** An input field.
- Footer note:** 'Enter only numbers in this field (e.g., 30000 for annual, 12.00 for hourly or 500 for other). Other can be price per mile, per job, per contract, etc. The maximum allowable amounts are 1000000 for annual, 100.00 for hourly and 1000000 for Other.'

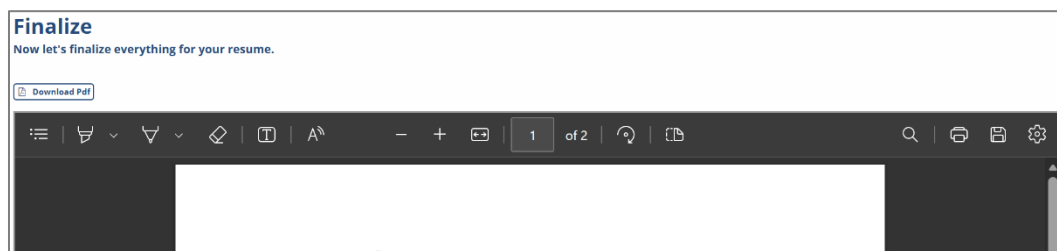
Figure 40 - Upload Resume - Work Preferences

This form contains all of the same information when uploading as it does when you create a new resume. Fill out all of the required fields with your goals, salary expectations, commute plans, and so on. Once you have done so, select “Continue.”

Resume Format

When you complete the Work Preferences form, you will be able to review your file one last time. When uploading a resume, you do not have the option to change the format. The format will stay exactly as it was when you selected it on your computer.

If you wish to change the format of the resume, then you will need to start the process over and create a new resume from scratch by copying your resume’s information into the Resume Builder’s forms.



The screenshot shows the 'Finalize' stage of the Resume Builder. It features a 'Download Pdf' button at the top left. Below it is a toolbar with various icons for editing the resume, including a list icon, a trash icon, a selection tool, a text tool, a link tool, a font size tool, a zoom in/out tool, a page indicator '1 of 2', a refresh icon, and a settings icon. The main area is a large white rectangle representing the resume preview.

Figure 41 - Upload Resume – Finalize

You may download a PDF of your resume at this stage. Once you confirm that everything looks correct, select “Publish” to finish the process.

Your Resume List

You will now be able to see your uploaded resume in a list with all of your other created and uploaded resumes.

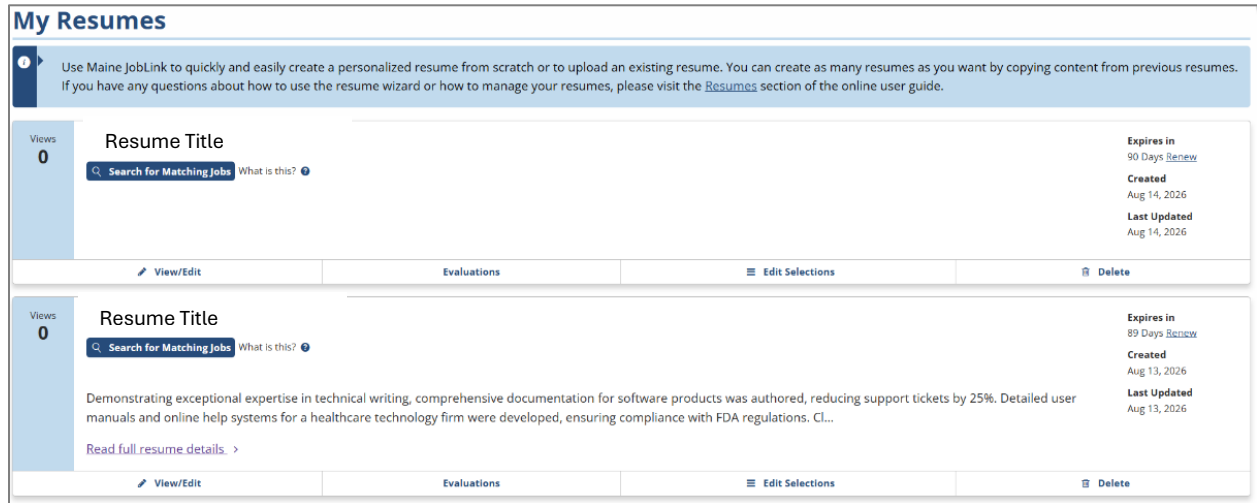


Figure 42 - Resume List - Two Resumes

You may review your uploaded resume at any time, but you will only be able to edit the Work Preferences page for uploaded resumes. You will never be able to change the printed content on an uploaded resume. If you want to modify the printed content of an uploaded resume, you would instead need to create a new resume and use your current resume's information to fill out the various forms.

Like with a created resume, uploaded resumes must be checked for accuracy every 90 days to be considered current.

Resume Builder Staff Considerations

Staff members at the Job Center can see your saved resumes in your Job Seeker profile. Whenever you engage with Job Center Staff about your job search, be sure that you have an updated resume attached to your profile so that they can offer suggestions and provide the best help that they can for your job search.

If you have questions about how to use Resume Builder in your job search, please reach out to your Job Center staff. They are happy to help you find the answers you need.

Resume Builder Job Search Considerations

The JobLink system uses the information that you have provided in your resume to match you with jobs that employers post. The more information you provide in a resume, the more information will be available to help those matches be as accurate as possible.

Because of this, you should create your resume in the Resume Builder from scratch whenever possible, rather than uploading an existing resume. By creating a new resume, you are filling out fields that will be usable by the system for job matching.

JobLink will not promise faster or more accurate matches for a created resume vs an uploaded one. You are, however, giving yourself the best chance you can to get noticed each time you create a new resume using the JobLink Resume Builder.



Resume Builder – Job Seeker Guide