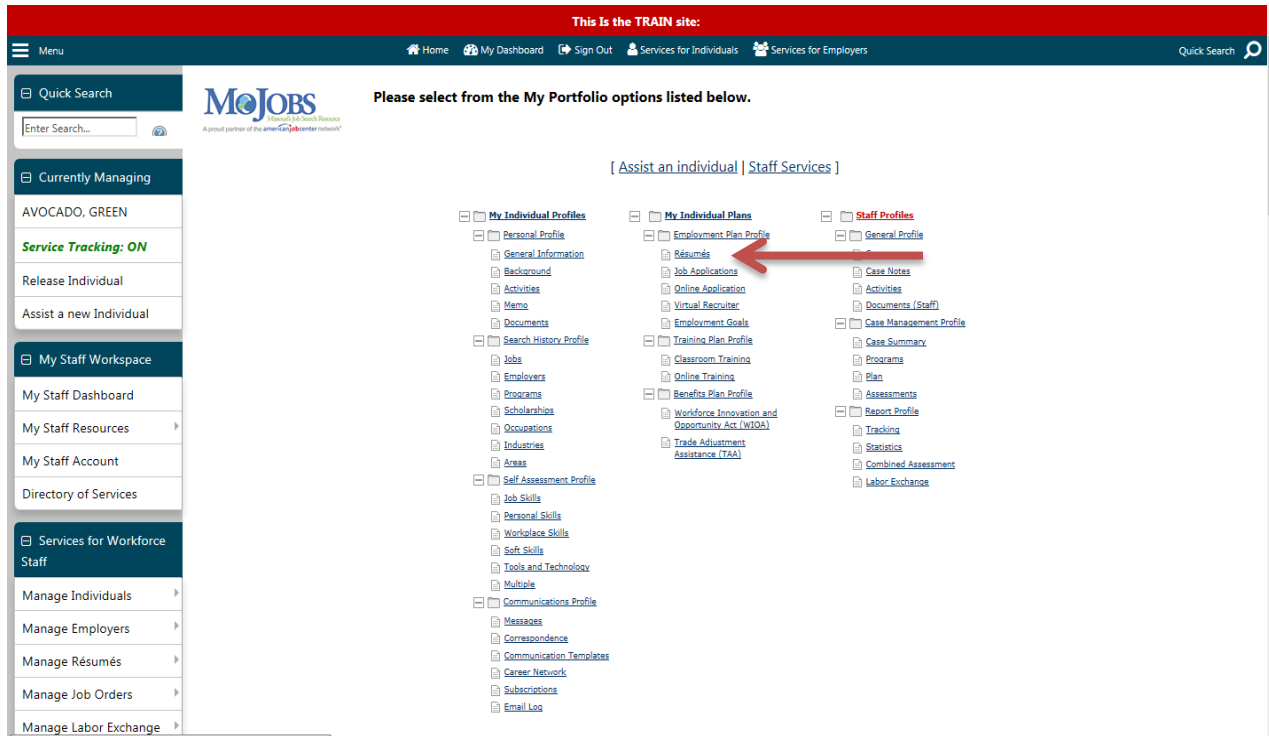


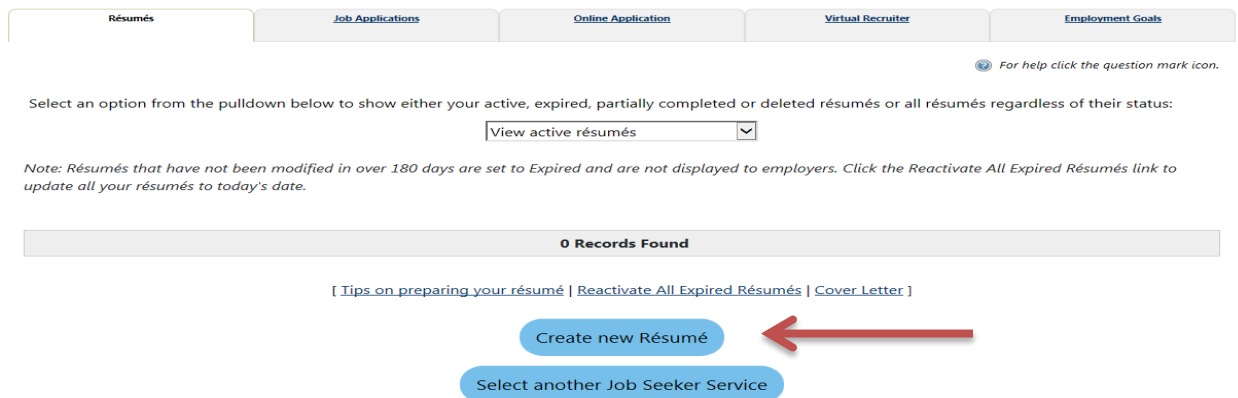
## Steps to Create a Resume in MOJobs

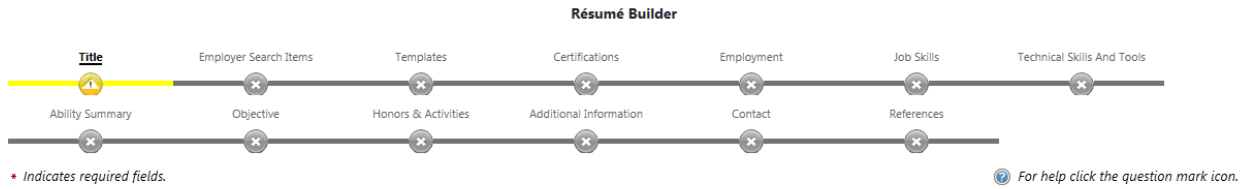
*\*Note: A Resume can be created by a client or SkillUP Staff*

1. For SkillUP Staff, locate or create the client's profile (see SNAP App User Guide for instructions.)
2. Once profile is created or located, click on client's name in top left corner to open the management dashboard to edit/update the client's case.



3. Make sure all "+" signs have been clicked so that all columns are open.
4. Under My Individual Plans (center column,) click Resumes
5. Scroll down to bottom of screen and click the blue CREATE NEW RESUME button





**Résumé Name**

\* **Résumé Title:**

Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this résumé accessible online. Therefore you may wish to omit identifying information.

Allow employers to view my résumé online.  
 Hide my résumé from employers.

[Show Résumé Best Practices](#)

**Résumé Creation Method**

**Comprehensive**  
 Build your résumé using a step-by-step process (create your résumé from scratch).

**Copy & Paste**  
 Transfer résumé's text from an existing copy (quick - but not as useful to potential employers).

6. Resume Builder will appear
7. Add a Resume Title (based on the occupation desired)
8. “Allow employers to view my resume online” should be selected, unless the resume will not be completed, then choose “Hide my resume from employers” until it is ready to be viewed
9. “Comprehensive” should be selected, unless the resume will be cut and paste from another document  
*\*Note: cut and paste sometimes does not align correctly*
10. Click NEXT
11. Be sure to read the pop-up boxes that appear, click OK

**Résumé Name**

\* **Résumé Title:**

Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this résumé accessible online. Therefore you may wish to omit identifying information.

Allow employers to view my résumé online.  
 Hide my résumé from employers.

**Résumé Creation Method**

**Comprehensive**  
 Build your résumé using a step-by-step process (create your résumé from scratch).

**Copy & Paste**  
 Transfer résumé's text from an existing copy (quick - but not as useful to potential employers).

Message from webpage

You have selected an option that will make your résumé available to registered employer representatives to view online. By clicking the OK button, you are agreeing to share the information displayed on your résumé. Select OK to proceed or Cancel to go back and change your selection.


12. Choose the desired location where the resume will be seen:
  - a. Statewide
  - b. A specific county in MO
  - c. Zip (choose the zip code and the radius- 5, 10, 25 or 50 miles)




\* Indicates required fields.

For help click the question mark icon.


**Desired Location**



Statewide Missouri



A specific County (or specific Counties)

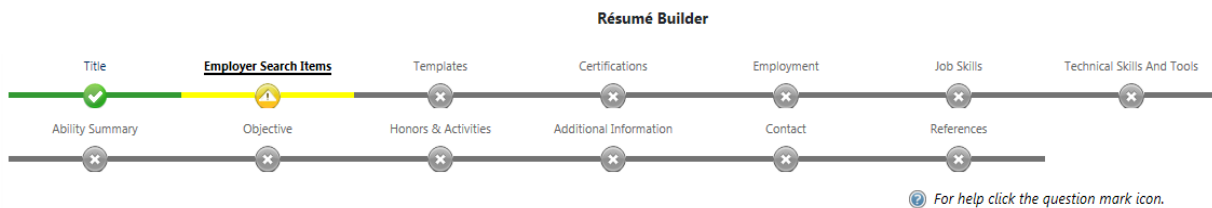


Zip

<< Back

13. You will be returned to the Resume Builder, click NEXT

14. Select an Occupation-click Search for an Occupation



**Select an Occupation**

Listed below are previous occupations you have selected while in this system. Otherwise, you may click the Search for an occupation link below to find your desired occupation.

Industrial Truck and Tractor Operators
▼

[\[ Search for an Occupation \]](#)
←

Update background information

[View Labor Market Information for Industrial Truck and Tractor Operators](#)

<< Back
Next >>

**15. Type the name of the occupation in the search box, click SEARCH**


Here are your most recently selected and/or desired occupations: [Industrial Truck and Tractor Operators, Janitors and Cleaners, Except Maids and Housekeeping Cleaners](#)

Occupations by Keyword   Occupations by Group   Occupation Listing   Occupations by Education Program   Occupations by Military Specialty   Occupations by Occupation Code   Occupations by License

Display only Occupations with a Bright Outlook    Display Green Occupations only

**Search for an occupation by keyword(s)**

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)



**16. Choose the occupation category that best fits the client’s desired job (click on the name)**


**17. You will be returned to the Resume Builder; the desired job will be populated**

**18. Click NEXT**

**Résumé Builder**

Title   **Employer Search Items**   Templates   Certifications   Employment   Job Skills   Technical Skills And Tools

Ability Summary   Objective   Honors & Activities   Additional Information   Contact   References

 For help click the question mark icon.

**Select an Occupation**

Listed below are previous occupations you have selected while in this system. Otherwise, you may click the Search for an occupation link below to find your desired occupation.

Update background information

[View Labor Market Information for Mobile Heavy Equipment Mechanics, Except Engines](#)

**19. Choose the desired salary, click NEXT**  
**20. Click Add New Profile under Desired Job Type**

**Résumé Builder**

For help click the question mark icon.

Profile	Desired Employment	FT / PT	Shift(s)	Days Available	Default Profile	Action	Display on Résumé
<a href="#">Profile 1</a>	Regular	FT	Day, Evening/Swing	Mon, Tue, Wed, Thu, Fri, Sat	✓	<a href="#">Edit</a>   <a href="#">Delete</a>	●

[ Add New Profile ]

<< Back
Next >>

21. Add a title for the Desired Job Type or leave the default name
22. Choose the Employment Type and FT or PT
23. Select the Work Shift and the Days of the Week (can choose more than one)
24. Select if client is willing to Travel and the Percentage
25. Select if client is willing to Relocate or Telecommute
26. Update the Description, if needed
27. Click SAVE

**Desired Job Type Profile Information**

\* Title of this desired job type profile:

This is your default Desired Job Type profile.

**Desired Employment Category**

Employment Type:

Full-Time or Part-Time:

**Desired Work Hours**

\* Check any of the shifts you are willing to accept:

Day Shift  
  Evening/Swing Shift  
  Night/Graveyard Shift  
  Rotating Shift  
  Split Shift  
*(If you generally do not work shifts, select Day Shift.)*

\* Please check the days you are available to work:

Sunday  
  Monday  
  Tuesday  
  Wednesday  
  Thursday  
  Friday  
  Saturday

**Desired Travel**

Are you willing to travel?

Percentage of time you are willing to travel:  %

**Relocation/Telecommuting**

Are you willing to relocate?

Are you willing to telecommute?

**Description**

Any additional information about the type of job you desire:

[\[ Spell Check \]](#) | [\[ Insert General Sample Text \]](#) | [\[ Clear Text \]](#)

Save Cancel

28. Click NEXT
29. Update the Driver's License Information- Access to a motor vehicle and Rely on public transportation
30. Click NEXT
31. Add Security Clearance, Languages and Typing Speed, if applicable
32. Click NEXT
33. The next screen allows you to adjust the Resume Template or use the Default
34. To adjust the template, uncheck the boxes on the left that do not apply to the client's work/education history, etc.

**Résumé Layout Templates**

Current Template:

**Résumé Sections** | **Résumé Format** | **Section Specific Format**

For help click the question mark icon.

These are the sections that will display on your résumé in the order shown. You may reorder the sections by dragging the button on the left column of each item in the list. You may choose to show/not show a section by checking/unchecking the check box, and you may change the default section header by updating the text in the user-defined title text box. To view other résumé formatting for this template, click on one of the tabs above.

Reorder résumé sections by clicking and dragging up or down the image in the far left column

Display	Section	User-Defined Title
<input checked="" type="checkbox"/>	Contact Information	Contact Information
<input checked="" type="checkbox"/>	Objective	Objective
<input checked="" type="checkbox"/>	Ability Summary	Ability Summary
<input checked="" type="checkbox"/>	Employment History	Employment History
<input type="checkbox"/>	Education and Training	Education and Training
<input checked="" type="checkbox"/>	Occupational Licenses & Certificates	Occupational Licenses & Certificates
<input checked="" type="checkbox"/>	Honors & Activities	Honors & Activities
<input checked="" type="checkbox"/>	Additional Information	Additional Information
<input checked="" type="checkbox"/>	Detailed References	Detailed References
<input type="checkbox"/>	Résumé Free Text	Résumé Free Text

[\[ Preview Sample Résumé with this Template \]](#)

35. If boxes are unchecked, you will need to add a title to the template in the Current Template box

36. Click NEXT

37. If there is a section on the resume that does not apply, you can click **Skip this Step>>** in the top or bottom, right corner

\* Indicates required fields.

For help click the question mark icon.  
[Skip this step >>](#)

Occupational Licenses & Certificates

\* Certificate / License:

\* Issuing Organization:

Certificate Number:

\* Completion Date:  (mm/yyyy)

Expiration Date:  (mm/yyyy)

\* State:

\* Country:

[Skip this step >>](#)

<< Back

Next >>

38. If you click **Skip this step**, click OK when the pop-up box appears

Occupational Licenses & Certificates

\* Certificate / License:

\* Issuing Organization:

Certificate Number:

\* Completion Date:

Expiration Date:

\* State:


\* Country:

Message from webpage

Your résumé template included Certifications. Please click Cancel to go back and enter this information. Click OK to skip this step and remove Certifications from your résumé and template.

OK Cancel

39. Update the Employment History, click Add Employment History (if applicable)

 For help click the question mark icon.

**Employment History**

Company Name	Location	Job Title (Occupation)	Start/End Dates	Action	Display on Résumé
<a href="#">Monsanto Co</a>	641 Lambert Pointe Dr Hazelwood, MO	Janitor (Janitors and Cleaners, Except Maids and Housekeeping Cleaners)	10/12/2018 - present	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>

Page 1 of 1

Rows: 10

[\[ Add Employment History \]](#) 

40. When you type the Employer Name the system might recognize the employer and give you a list to choose from.

41. If MOJobs finds the correct employer, select it from the list

42. The address, city, state and zip will populate

43. If it's not found, update it manually

44. Add the job title; again, MOJobs will possibly populate the job title if it is recognized

45. Under Occupation, click Search for an Occupation

46. Choose the correct job title from the pop-up box that opens

47. MOJobs returns you to the employment screen

48. Update the information in the Position section

\*Note: if the client has not started working, make the start date the current date and add a Case Note advising of the official start date

49. You must check the box (under Date you began work) if the client is *Currently Employed*

50. You must type the Job Duties in the box at the bottom

51. Click SAVE

**Employer**

\* Employer Name:

Address:

Store / Location Number:

Zip Code:

\* City:

\* State / Province:

\* Country:

**Job Title**

Please enter a job title below for this employment history. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

\* Job title:



**Occupation**

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

Suggested occupation(s):

None Selected

[ [Search for an occupation](#) ]

\* Occupation title: **Installation, Maintenance, and Repair Workers, All Other**  
Occupation code: **49909900**



**Position**

\* Type of employment: On the Job Training  
\* Full or part-time: Part Time (Less than 30 Hours)  
Gross Salary: \$ 10.50  
Salary is based upon: Hour  
\* Date you began work: 10/23/2018 (MM/DD/YYYY)  
\* Reason for Separation: Still Employed  
Last day worked: (MM/DD/YYYY)  
Duration of Job: 0 Year(s) 0 Month(s) 0 Day(s)

You indicated the date as October 23, 2018

Currently Employed

Must check here

\* Job duties:

**Update**

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

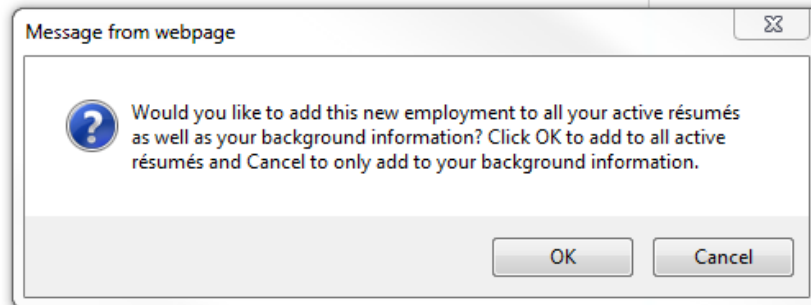
Rich text editor toolbar with icons for Bold, Italic, Underline, Text Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and Table. Below the toolbar, the text "Learning to identify and install vinyl siding." is displayed with a blue underline. The editor is in "body" mode.

[ [Spell Check](#) | [Insert Occupational Description](#) | [Insert Action Words](#) | [Clear Text](#) | [Remove All Formatting](#) ]

Save

Cancel

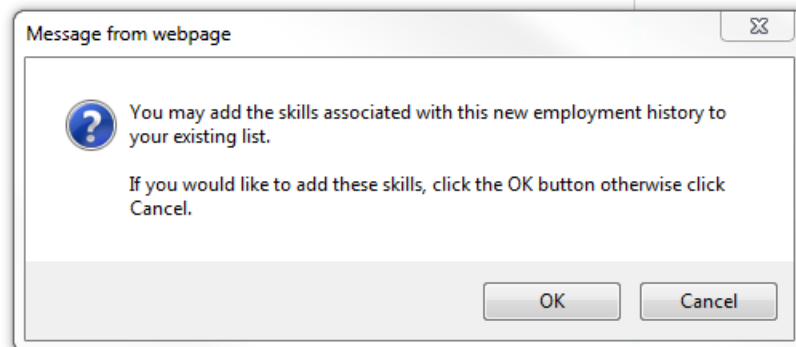
**52. Click OK on pop-up box to add the employment to all active resumes and background information**



[:cupational Description](#) | [Insert Action Words](#) | [Clear Text](#) | [Remove All Formatting](#) |

**53. Click OK on next pop-up box to add skills associated with the new job. If no skills to add, click CANCEL**

identify and install vinyl siding.



**54. Click OK on next pop-up box to add technical skills associated with the new job. If no technical skills to add, click CANCEL**

**55. MOJobs returns you to the Resume Builder, click NEXT**

**56. If the client has marketable skills that may not be identified by their employment history, it can be added under Job Skills**

57. Click Modify Skills to add to resume

Job Skills

Skills	Select
Distinguish Colors	<input checked="" type="checkbox"/>
Move Or Lift Heavy Objects	<input checked="" type="checkbox"/>
Package Goods For Shipment Or Storage	<input checked="" type="checkbox"/>
Provide Customer Service	<input checked="" type="checkbox"/>
Use Cash Registers	<input checked="" type="checkbox"/>

[ Modify Skills ] ←

<< Back    Next >>

58. You can choose from the list of **General Skills** below or select a different **Job Skills Category** at the top and then choose the appropriate skill.

**Job Skill Categories**

<a href="#">General Skills (5)</a>	<a href="#">Computers &amp; Mathematics (0)</a>	<a href="#">Construction (0)</a>	<a href="#">Education &amp; Social Services (0)</a>	<a href="#">Entertainment &amp; Media (0)</a>
<a href="#">Financial Services (0)</a>	<a href="#">Agriculture &amp; Wildlife (0)</a>	<a href="#">Healthcare (0)</a>	<a href="#">Legal &amp; Protective Services (0)</a>	<a href="#">Management &amp; Office Services (0)</a>
<a href="#">Science &amp; Engineering (0)</a>	<a href="#">Service &amp; Sales (0)</a>	<a href="#">Skilled Trades (0)</a>	<a href="#">Transportation (0)</a>	

**Job Skills Category**

[Check All Skills in This Category](#) | [Uncheck All Skills in This Category](#) | [Delete All Skills in All Categories](#)

	Select
Advise Clients Or Customers	<input type="checkbox"/>
Answer Customer Or Public Inquiries	<input type="checkbox"/>
Apply Traction	<input type="checkbox"/>
Calculate Monetary Exchange	<input type="checkbox"/>
Call On Customers To Solicit New Business	<input type="checkbox"/>
Climb Ladders, Scaffolding, Or Utility Or Telephone Poles	<input type="checkbox"/>

**General Skills**

59. Click **SAVE** when done
60. Click **NEXT** when you return to the Resume Builder
61. Add any **Technology or Tools**, if applicable. If not, click **NEXT**
62. Update the **Ability Section**, if necessary. If not, click **NEXT**
63. Add an **Objective for the resume**, click **NEXT**
64. Add any **Honors & Activities** or click **NEXT**
65. Add any **Additional Information** in the box or click **NEXT**
66. Review the **Contact Information** and update if necessary.
67. Be sure to check the boxes at the bottom to add the desired contact information to the resume, click **NEXT**

Check the box for each item that you want to appear on this résumé

- Name  Residential Address
- Primary Phone  Mailing Address
- Alternate Phone  Email
- Fax  Allow Employers to email me through the system

Displaying your cell phone number as your primary phone on your résumé could result in getting text messages from employers. Normal text messaging rates will apply.

WARNING: Always be on the look out for job scams! [Click here to learn more about Job Scams.](#)

<< Back
Next >>

68. Add references, if any
69. Click **FINISH**
70. Completed Resume will be displayed. Each section has a link that allows you to edit if necessary
71. If it's complete, click **SAVE RESUME & RETURN** at the bottom



Here is your completed résumé. To modify a section, click on a *Section Title* (e.g. Objective, Employment History). To change the formatting of this résumé (text size, etc.) or customize the display order of each section, click the **Edit Template** link.

For help click the question mark icon.

Please review your résumé for accuracy before clicking the save button at the bottom of the screen.

Résumé ID	Résumé Title	Résumé Score	Accessibility
923	<a href="#">Forklift Driver</a>	<a href="#">Score Now</a>	<a href="#">Online</a>

**Create Date** 10/12/2018 10:00:55 AM
**Last Time Modified** 10/24/2018 12:13:00 PM

Résumé Layout Templates

Forklift Driver
▼

[\[New Template\]](#)
[\[Edit Template\]](#)
[\[Save As\]](#)

[Green Goblet](#)  
1234 Main st  
455  
Florissant, MO 63034  
Phone: (636) 123-4567  
Email: greengoblet@gmail.com



Link

[Objective](#)



Link

Obtain employment as a forklift driver.

[Ability Summary](#)

Update the ability section.

[Employment History](#)

**Janitor**

10/2018 - Current

Monsanto Co

641 Lambert Pointe Dr, Hazelwood, MO

cleaning offices

**Installer Technician**

10/2018 - Current

Walco Vinyl Engineering Co

11252 Midland Blvd # 114, Saint Louis, MO

Learning to identify and install vinyl siding.

[Occupational Licenses & Certificates](#)



Link

Certification Title

Issuing Organization

Completion Date

[Honors & Activities](#)

[Additional Information](#)

[Detailed References](#)

[Show Additional Employer Searchable Items](#)

[Delete Résumé](#)

Save Résumé & Return

Cancel

[Print Résumé](#)