



## A Desk Aid for Job Seekers

Create a Résumé

- Step 1:** If you are not already logged into WorkInTexas.com, log in now.
- Step 2:** Click on the "My Portfolio" tab.
- Step 3:** Click the "Résumé Wizard" hyperlink in the light green Résumé & State of Texas Application section on the right to begin the process.
- Step 4:** Complete the Step 1 of 4: Career Objective screen and click "Next."
  - Since you can only create one résumé and not personalize it for each job you are interested in, include all areas of interest.
  - If you need help, click on the "View Career Objective Examples" link.
- Step 5:** Complete the Step 2 of 4: Work History and References screen and click "Next."
  - Click the employer name of an existing employment record to review and update, as needed.
  - Click "Add Work History" to add work history.
  - Click the name of an existing reference to review and update, as needed.
  - Click "Add New Reference" to add references.
- Step 6:** Complete the Step 3 of 4: Education, Training, and Occupational License or Certification screen and click "Next."
  - Click the name of an existing school, institution or issuer to review and update an education, training, or occupational license or certification record, as needed.
  - Click "Add New Education" to add an educational record.
  - Click "Add New Training" to add a training record.
  - Click "Add New Occupational License or Certification" to add a licenses and certifications record.
- Step 7:** Complete the Step 4 of 4: Summary of Qualifications screen and click "Next."
  - Use this space to tell employers more about what you can do.
  - Cover information not covered in the other areas of the résumé.
  - Use action verbs.
- Step 8:** Review your completed résumé and click "Next."
  - What you see is exactly what an employer will see if they wish to review your résumé in WorkInTexas.com.
- Step 9:** If you need to make any additions or corrections to your résumé, click on the hyperlink that corresponds to the section you need to update on the My Portfolio screen, follow the directions in the appropriate step above and click on "Return To Portfolio" when you are done.
- Step 10:** If there are any sections of your résumé you do not want shown to an employer, click on the "Résumé Preferences," complete the Resume Preferences screen and click "Save" to return to the My Portfolio screen when you are done.
  - To remove a section from view, uncheck the box for that section. (Once this has been done, that section will be removed from view unless you go back in and change the setting.)
- Step 11:** To view or print your Résumé, click on "View/Print Résumé or Application."
  - Uncheck the box of any item you do NOT want to print. (This will only remove this section from printing for this print session. You will need to repeat this process at each future printing as well.)
  - Click in either the HTML or PDF circle next to Résumé Print Format.
- Step 12:** Click on "Preview/Print Résumé."
- Step 13:** Click on the "Print" icon on the toolbar or go to File and Print.
- Step 14:** Close the internet window for the resume to return to WorkInTexas.com.



## A Desk Aid for Job Seekers

Create a State of Texas Application

- Step 1:** If you are not already logged into WorkInTexas.com, log in now.
- Step 2:** Click on the "My Portfolio" tab.
- Step 3:** If you have already completed the Resume Wizard, click the "State of Texas Additional Details" hyperlink on the left hand side of the Résumé & State of Texas Application section and skip to Step 6.
- If you have not completed the Resume Wizard, click the "State of Texas Application Wizard" hyperlink in the Résumé & State of Texas Application section to begin the process.
- Step 4:** Complete the Step 1 of 2: Work History and References screen and click "Next."
- Click the employer name of an existing employment record to review and update, as needed.
  - Click "Add Work History" to add work history.
  - Click the name of an existing reference to review and update, as needed.
  - Click "Add New Reference" to add references.
- Step 5:** Complete the Step 2 of 2: Education, Training, and Occupational License or Certification screen and click "Next."
- Click the name of an existing school, institution or issuer to review and update an education, training, or occupational license or certification record, as needed
  - Click "Add New Education" to add an educational record.
  - Click "Add New Training" to add a training record.
  - Click "Add New Occupational License or Certification" to add a licenses and certifications record.
- Step 6:** Complete the State of Texas Application - Additional Details screen and then click "Save."
- Click in the box next to "I want to make my application available to all State of Texas and university employers. I understand and accept the following terms." (If you do not, you will not have access to apply for state job openings listed in WorkInTexas.com.)
- Step 7:** Review the Completed State of Texas Application and then click "OK."
- If you find any errors, make note of them so they can be corrected.
- Step 8:** To correct any errors found while reviewing your State of Texas Application, click on the "State of Texas Application Wizard" or "State of Texas Additional Details" hyperlink, as is applicable, and update accordingly.
- Step 9:** To view or print your State of Texas Application, click on "View/Print Résumé or Application."
- Step 10:** On the Preview/Print Résumé or Application screen, click on the "State of Texas Application" tab and fill in the required information.
- Step 11:** Click on "Preview/Print State of Texas Application."
- Step 12:** Click on the "Print" icon on the toolbar or go to File and Print.
- Step 13:** Close the internet window for the resume to return to WorkInTexas.com.