Washington County

RESUME KIT

For jobseekers with limited technology access

WASHINGTON COUNTY CAREERFORCE LOCATION PHONE NUMBERS:

COTTAGE GROVE: 651.430.4162

FOREST LAKE: 651.275.7265

WOODBURY: 651.275.8665

Contents

RESUMES AND JOB SEARCH

We recognize that not everyone has unlimited access to computers and technology. Because of this we are happy to offer an option. While this isn't completely free of technology it will require very limited computer skills.

Our goal is to make this process both simple and effective. We will guide you through the two steps needing technology to create accounts. We have also provided a form that you will complete to the best of your ability. You will then drop off the completed form inside the enclosed envelope in the outside drop-box at your nearest Washington County Service Center. We will type up the resume, email an electronic version to you, and mail you 10 paper copies. We will also upload it into your online MinnesotaWorks.net account which offers a simple way to job search online.

TECHNOLOGY YOU WILL NEED

You will need to use a computer with internet access to create two accounts.

1) Create an email account. If you already have one – you are that much further ahead!
2) Create a Job Seeker Account in MinnesotaWorks.net. Again, if you already have one this will be simple.

EMAIL

There are many email options out there. Many require a cell phone for validation. Here are several options for you to choose from. You will need to write down your EMAIL and the email PASSWORD so you can get back into your email to check for mail. [there is a document included in this kit that explains more]

1) www.Gmail.com
2) www.outlook.com
3) www.yahoo.com

You don't need to go further than creating the email account and being able to get back into it. If you would like online training on using email please call one of the CareerForce Career Labs or reply to the email when we send you your electronic version of your resume.

MINNESOTAWORKS.NET ACCOUNT
Do this next because the system will ask you to input an email address.

1) Open a web browser such as Chrome or Edge; enter at the top www.minnesotaworks.net . Don't worry about underlining or capital letters.
2) On the left there is a button that reads JOB SEEKER REGISTRATION click on that. It will ask you questions. The majority of these questions are statistical and allow us to identify the level of job seekers we are serving. You only need to complete creating the account. We will add your resume and offer instructions on how to job search with that resume. [there is a brochure included in this kit that explains it.]

BUILDING YOUR RESUME
To make this as easy as possible, fill out the resume form in this packet, drop it off and we will take it from there. Resumes are most effective if they target the job you want in the future. If you want to stay in the same type of job, we will include details from past jobs. If you want to do something different, we will focus on the skills that bring you into that future job. Include numbers, for example, if you supervised people or assembled items – how many?

FILL IN THE FORM IN THIS PACKET
Fill in the blank resume form. Generally employers are interested in no more than 10 years' experience. If your most recent employer lasted more than 10 years, include the whole span of work.

DROP IT OFF IN THE DROP BOX AT THE NEAREST SERVICE CENTER
Once you have taken the resume form as far as you are able – put it in the enclosed envelope. Drop it off at any of the drop boxes outside a Washington County Service Center. The staff will send it to one of our Career Services Specialists who will:

1) Type it and format it into a resume.
2) Mail 10 copies of the resume to your home.
3) Email the electronic version of your resume to your email.
4) Upload the resume into MinnesotaWorks.net. You can log into this website and use it for job search and can often send your resume within the system to employers who are hiring. Employers who are hiring are able to search for job seekers, similar to how you search for jobs. They can contact you to see if you are interested in their job openings.

Setting Up Your Email Account

Setting up an email account is easy. You will begin by creating an account, and during the signup process you will choose your account name. When choosing your account name remember to use something unique and something employers will look favorably upon. We will use Gmail for our example but there are others you can choose. Most of them are similar, and most will need a phone number for verification.

TO CREATE AN ACCOUNT

- Go to www.gmail.com
- Click **Create Account**
- The signup form will appear. Follow the directions and enter the required information. Generally on most online forms fields that are required will be highlighted or have an asterisk (*).
- Review the **Google's Terms of Service** and **Privacy Policy**, click the check box, then click **Next step**.
- Here, you'll have an opportunity to set up recovery options. Recovery options are helpful if you forget your password or if someone tries to access your account. If you don't want to set up recovery options at this time, click **Done**.
- Your account will be created, and the **Google welcome page** will appear.

Just like with any online service, it's important to choose a strong password – in other words, one that is difficult for someone else to guess. **You will need to know your email and password to access again.** Keep them safe.

SIGNING INTO YOUR ACCOUNT

When you first create your account, you will be automatically signed in. Most of the time however, you'll need to sign in to your account and sign out when you are done with it. Signing out is especially important if you're using a shared computer like one at the library or a CareerForce location because it prevents others from viewing your emails.

- Go to www.gmail.com
- Type your user name (your email address) and password, then click **Sign in**.

SIGNING OUT OF YOUR ACCOUNT

In the top right corner of the page, locate the **circle that has your first initial**. To sign out, **click the circle** and select **Sign out**.

CREATING AND SENDING EMAIL

- Open Gmail
- On the left, click **Compose**
- Add recipients email address in the **To** field and a **subject**
- Enter your message, make sure that you include your name at the bottom
- Click **Send**

CareerForce™

Washington County

Rave Reviews

"*I found MinnesotaWorks.net very helpful because the categories are set up to help me find an interesting job that best uses my experience. I wouldn't hesitate to use it again — it's tremendous!*"

— STEPHEN S.

"*The resume matching tool worked very well for me and I would definitely use MinnesotaWorks.net again.*"

— LINDA K.

Minnesota works.net

MinnesotaWorks.net is part of CareerForce.
Find out more at **CareerForceMN.com**

First National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351
Website: MinnesotaWorks.net

Phone from a metro area code: 651-259-7500
Phone outside the metro area codes: 1-800-345-2537

Minnesota works.net

The NO-FEE online job bank for job seekers and employers

Job Seeker's Guide

LOOKING FOR A JOB?

Why Use MinnesotaWorks.net?

- ❯ **Build** or upload your resume
- ❯ **Create** up to five unique resumes
- ❯ **Access 24/7**
- ❯ **Search** verified job openings statewide
- ❯ **Perform** advanced job searches
- ❯ **Use** updated technology to match your resume to job openings
- ❯ **Receive** e-mail notification of new jobs

❯❯ How To Guide

To view helpful video instruction, select "User Training Lessons" link on the home page

Registering to Access Job Openings

- ❯ Select "Job Seeker Registration" button to enter your information.
- ❯ Review and accept Tennessen Warning Notice. All asterisked (*) fields are required to complete registration process.
- ❯ Create a username and password to log in and access your account.
- ❯ Usernames must have a minimum of six characters and **ARE NOT** case sensitive. Passwords must have a minimum of six characters and ARE case sensitive.

Entering a Resume

- ❯ Log in to your account. Select "Resumes" link from left navigation menu to create, upload or copy and paste your resume.
- ❯ Select "Create or Upload" new resume button.
- ❯ 3 ways to "Post a Resume"
  - » Select radio button next to "Create a Resume" and select "Next". Complete all required sections.

    OR

  - » Select radio button to "Paste from another open application". Select "Next" to copy and paste existing text from another resume.

    OR

  - » Select radio button to "Upload an existing document". Select "Next". Select "Browse". Select your file name and open. Select "Save". Review all resume sections to ensure it uploaded correctly and *Required fields are completed.
- ❯ Create up to five resumes that match your skills.

Matching Job Openings to Your Resume

- ❯ Login to your account
- ❯ Go to "Search for Jobs" on the left navigation bar.
- ❯ Select one of your resumes from the 'Search by Resume' drop down
- ❯ The list of jobs you'll see represents the best matches for your resume ranked by a 5-star rating system.
- ❯ If you like a specific job, select the "Job Title", then check "Add to Best Picks".

Keyword Search

- ❯ Use specific and unique terms or keywords. They will provide the best results.
- ❯ If you want results using one term or another, separate terms with the word "or."
- ❯ If you want results using all the terms, connect the terms with the word "and" or group terms together with quotation marks.
- ❯ Use an asterisk* at the end of a series of letters to find results with those letters and anything else following them.
- ❯ "Save Search" by selecting this button at the bottom of the page.
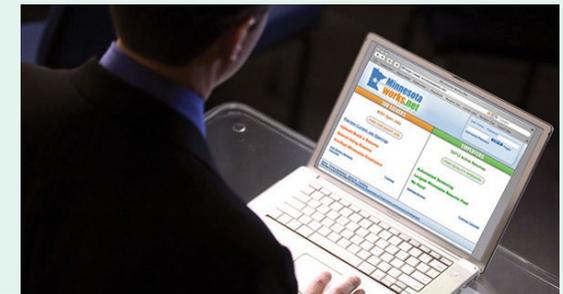
Print/Save Your Resume

- ❯ Choose a resume to Print/Save in either PDF or Word document format. Select button in the format you wish to use then select "print" or "save."

MinnesotaWorks.net

Please complete the information in the form below. Generally limit the job history to the past 10 years.

<p style="text-align:center">**RESUME WORKSHEET – PLEASE PRINT**</p>

Name _____

City & State _____

Phone Number _____

Email Address _____ @ _____

Job Titles (what are the jobs you are looking for?)

_____   _____

_____   _____

Job History
Start with most recent job:

Job #1 your job title

_____

Name of company _____

City & State _____

Dates of employment _____

What did you do there? _____

Job # 2 your job title

_____

Name of company _____

City & State _____

Dates of employment _____

What did you do there? _____

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Job #3 your job title

_____

Name of company _____

City & State _____

Dates of employment _____

What did you do there? _____

Education
Check all that apply to you: _____ GED _____ High School Diploma ____ College Degree
Name of schools you attended and location (city, state)

_____

_____

If you need more space for job history add paper and follow the same format as above and include with this form. Put is in the envelope:

1) Keep all pages except the resume form.
2) Put the completed resume form into the provided envelope.
3) Give envelope to a Washington County Library staff or place in a Washington County Service Center drop box located throughout the county.