



# WorkInTexas

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## RESUME BUILDER

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

# Getting Ready

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Have these things available:

- Your current **resume**
- or
- Your current address and phone number
- Education information
- Listing of your Work History (most recent)
- Listing of your Skills
- References

Please allow 1 hour to complete your resume in WorkInTexas.

Once you begin, you must finish your resume.

**Your information will not be saved until you complete all sections.**

# Resume Availability

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As you work through completing all of the WorkInTexas Resume sections, remember that **your finished resume will be available for viewing to employers when you match jobs in WorkInTexas.**

Make sure your resume is **thorough and accurate!**

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# Sections of the Resume Builder

Watch the top of your page where each section of the Resume is marked as it is completed.

**WORKinTEXAS.com** Please select your desired work location.

**Résumé Builder**

<u>Employer Search Items</u>	Templates	Education	Certifications	E
Ability Summary	Objective	Honors and Activities	Additional Information	

# Let's Get Started!

From your **Dashboard**, scroll down to the 'Quick Menu' section on the left side of your screen and select the 'Resume Builder'

**Quick Menu**

- [Job Search](#)
- [Résumé Builder](#)
- [My Portfolio](#)

**Services for Individuals**

**Other Services**

**Document Management**

**Career Services**

- [Career Explorer](#)  
Learn what career or type of job best suits you.
- [Career Informer](#)  
Highlight a specific occupation and display detailed information about it.

[More Career Services](#)

**My Personal Profile**

- [My Background](#)
  - 8 Employment Histories
  - 2 Education Histories
  - 1 Certificate

Make sure to read all **pop-up boxes**. They offer information that you will need to complete the Resume Builder.

# Creating a Resume

Click 'Create New Resume'

The screenshot shows a web interface for managing resumes. At the top, there is a navigation bar with five tabs: 'Résumés' (highlighted in orange), 'Job Applications', 'Online Application', 'State Application Templates', and 'Virtual Rec'. Below the navigation bar, there is a text prompt: 'Select an option from the pulldown below to show either your active, expired, partially completed or delete'. A dropdown menu is shown with the text 'View active résumés' and a downward arrow. Below the dropdown, there is a note: 'Note: Résumés that have not been modified in over 90 days are set to Expired and are not displayed to employers. Click on the link below to reactivate your résumés to today's date.' Below the note, there is a grey bar with the text '0 Records Found'. At the bottom of the interface, there is a button labeled 'Create new Résumé' and two links: '[ [Tips on preparing your résumé](#) | [Reactivate All Expired Résumés](#) ]'. A large orange arrow points from the 'Create new Résumé' button towards the bottom right corner of the image.

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# Naming and/or Uploading

Services for Individuals

Other Services

Document Management

[View My Documents](#)

[Upload a Document](#)

[Scan a Document](#)

Please create a resume to complete your registration. We will now take you through the steps can be placed online making them available to the top employers in your area.


## Résumé Name

\* Résumé Title:


Note: You may want to include words that highlight your skills, experience or this résumé accessible online. Therefore you may wish to omit identifying information. [Show more](#)

## Résumé Creation Method

**Comprehensive**

 Build your résumé using a step-by-step process (create your résumé from scratch).  
34.0 min(s) estimated

**Upload**

 Attach an existing Word or .PDF résumé (save time by using your existing résumé).  
10 min(s) estimated

Name your resume here.

If you **do not** have a resume to upload, complete the **Comprehensive section**.

If you **do** have a resume to upload, upload it as a **WORD** document.

# Your Work Requirements

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In the next few sections you will make choices:

- Where do you want to work?
- What kind of work are you looking for?
- What is the salary you would like to have?
- What schedule can you work?

Complete all sections up to the  
Resume Layout Template



# Resume Template Headers

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- Once you complete all of the Resume sections, you will see a list of items that will appear on your Resume.
- You can choose the items you want on your resume.
- Check the box(es) you would like to appear on your resume. You **must have the Employment or Education** sections checked.
- The system will tell you that you have made a change and now must **Name the Template so give your template (resume) a name**
  - This screen will be shown to you a second time just to be sure the name you chose is what you want as the Header for your Resume.

# Resume Template Headers

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

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

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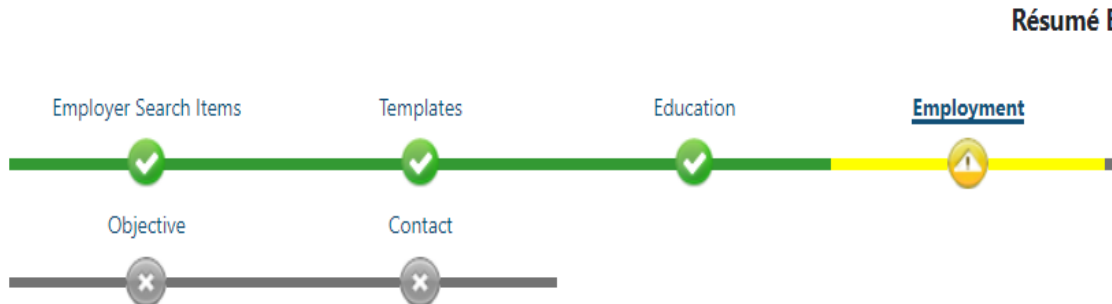
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# Employment History



Use this page to view, edit or add your Employment History



[ [Add Employment History.](#) ]

<< Back

Next >>

Now you are just filling in the blanks

Keep moving forward with each section until you get to the Employment Section.


Here you must '**Add Employment History**' using the button toward the bottom of the page.

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# Skills and Tools

 Use this page to view, edit or add job skills.

**Résumé Builder**

Employer Search Items    Templates    Education    Employment    Job Skills    Text

Objective    Contact



You will need to read each line item. Check the box if you have that particular skill, knowledge, or know how to use a particular tool.

## Job Skills


Skills
Advise Clients Or Customers
Analyze Budgets
Analyze Financial Data
Analyze Financial Information To Project Future Revenues Or Expense

# Review Resume



## 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 information icon.

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

Résumé ID	Résumé Title	Résumé Score	Viewable Online by Employers
7218942	<u>Sample</u>	<u>Score Now</u>	<u>No</u>

Create Date 5/27/2020 3:56:24 PM

Last Time Modified 5/27/2020 4:32:00 PM

### Résumé Layout Templates

Sample 1

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

### Résumé

Review your resume for any issues. **Spelling** and **capitalization** matter!! Anything that is in blue and underlined can be edited, just click on the words and then you can make changes. **Be sure to save when completed.**

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# Your WorkInTexas Resume is Completed!

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You can go back to this resume and update it at any time.

You can even copy it and name it something else with information that you may want to change, add, or delete.

You can create **up to 12 different resumes** in WorkInTexas targeted to specific jobs or skills.



# LOCATIONS

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## COOKE COUNTY

1311 North Grand Ave.  
Suite 200  
Gainesville, TX 76240  
940-665-1121

## FANNIN COUNTY

1205B E. Sam Rayburn Dr  
Bonham, TX 75416  
903-640-0222

## GRAYSON COUNTY

2415 South Austin Ave.  
Suite 105  
Denison, TX 75020  
903-463-9997

**1-888-813-1992**

**[www.workforcesolutionstexoma.com](http://www.workforcesolutionstexoma.com)**

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