Creating a Resume

JobGateway[SM] allows a job seeker to have multiple resumes, and it is important to understand how the site makes use of these resumes, both from a job seeker perspective and an employer perspective.

A job seeker can set only one resume as his or her default resume at any given time. This default resume is the only resume that employers will be able to see when they initiate searches for potential employable job seekers; therefore, it is strongly recommended that this default resume include all work experience, military experience, education, certifications/licenses, and skills/ qualifications/achievements.

Job seekers may create more resumes that are tailor-made to specific career fields, and use them when actively referring themselves to employer job postings. This will be useful for employers, who will see only those records that directly relate to the position listed in the job posting.

The following instructions assume that the job seeker has successfully logged into JobGateway[SM] and is currently viewing the Job Seeker Dashboard.

1.	On the Job Seeker Dashboard, find the "Manage My Resume" section.
2.	Press on the link 'View All Resumes'.
3.	Press on the button 'Create'.
4.	Enter a name for your resume. The name should be descriptive enough to tell you what this particular resume is for. (Since this first resume will be your default resume, which should include all of your records, you might choose a title like *Complete Records* or *All-Encompassing Resume*).

5.	Select a template from your resume. Your choices are:
	   A. *Experience Resume.* This resume type is best for job seekers with solid experience and progressive job history. It lends itself will to those with accumulated work experience relevant to the job being applied for, and who want to continue along a similar career path.
	   B. *Education Resume.* This resume allows recent graduates to outline their education background, publications, projects, awards and work history.
	   C. *Skills Resume.* This resume type allows job seekers to give prominence to the set of skills and abilities they deem most relevant to the position. This helps job seekers whose work experience may be sparse or those who have had numerous kinds of jobs.
	Note: The template you select will affect only the "Print View" of the resume. Your experience, military and education records, certifications, licenses, skills and abilities will remain the same on the Create, Edit and View Resume pages.

6.	Manage your 'Contact Information' by checking the box for the contact information you wish to have displayed on the resume. You can make changes to the contact information by checking a box, then pressing on the 'Edit' button.
7.	In the 'Objectives' text box, you can enter an 'Objective' to be displayed on the resume when viewed or printed.
8.	If you have previously entered Job Seeker Profile information (work history, military records, education records, etc.) these records will appear here, and you can skip to Step 21 to create your resume. If you have not entered this information, do so by following the steps below.
9.	In the Work Experience section, press the "Add" button. (If you do not have work experience, skip to Step 7.)
10.	On the Profile – Work Experience page, enter all required information: • Type the name of your position with the employer into the "Job Title" box. • Type any responsibilities that you had during your employment with this particular employer into the "Responsibilities" box. • Select an appropriate answer from the "For this job, were/are you self-employed?" drop down list. • Type your employer's name into the "Name of Employer" box. • Type the town/city where your employer was/is located into the "City" box. • Select the state (Puerto Rico and Out of Country are also options) where the employer was/is located from the "State" drop down list. • Type the start date into the "Start Date" boxes or select the start date from the "Select Date" hyperlink.

	• Type the end date into the "End Date" boxes or select the end date from the "Select Date" hyperlink. If you are still working for this employer, leave the "End Date" boxes blank and select "Yes" from the "Still Working?" drop down list. • Type in the number of hours worked per week into the "Hours/Week" box. • Select the appropriate option from the "Work Status" box. . • Enter any other optional data that you determine to be beneficially informative to potential employers into the rest of the optional boxes on this screen. • Press the "Save and Finish" button. You will be taken back to the "Create Resume" page.
11.	In the Military Service section, press the "Add" button. (If you do not have military service, skip to Step 9.)
12.	On the Profile – Military Service page, enter all required information: • Select which branch of the US military service you served under from the "Branch of Service" drop down list. (You must select Yes or No from the "Have you been fully discharged from the Reserves or National Guard?" drop down list if you have selected either a Reserves or Guard option from the "Branch of Service" drop down list.) • Type in your entry date into the "Entry Date" boxes or select the entry date from the "Select Date" hyperlink. • Type in your separation date into the "Separation Date" boxes or select the separation date from the "Select Date" hyperlink (the separation date can be a future date). You **must** select an appropriate option from the "Type of Discharge" drop down list if the separation date is not a future date. • From the drop down list, select "Yes" or "No" as appropriate for, "As a member of the Armed Forces or a Reserve Component, have you served or were you called to active duty during a campaign or expedition for which a campaign Badge/Expeditionary Medal or Armed Forces service Medal was authorized?" • Type any responsibilities you had while serving in that branch of service into the "Responsibilities" box. • Put a checkmark into the "I certify that I have served in the Armed Forces of the United States of America" checkbox. • Press the Save and Finish button. You will be taken back to the "Create Resume" page.
13.	In the Education section, press the "Add" button. (If you have no education information, skip to Step 11.)
14.	On the Profile – Education page, enter all required information: • Type the name of the school (which can be a high school, a technical school, a college, a university, or a graduate school) into the "Name of School" box. • Type the name of the town/city where the school is located into the "City" box. • Select the state (Puerto Rico and Out of Country are also options) where the school was/is located from the "State" drop down list. • Select the level attained from the drop down list. • Type the start date into the "Start Date" box or select the start date from the "Select Date" hyperlink. • Type the end date into the "End Date" box or select the end date from the "Select Date" hyperlink if you have ended your attendance at this particular school. If you are still attending this school, leave the "End Date" box blank and select "Yes" from the "Still Attending?" drop down list. • Enter any other optional data that you determine to be beneficially informative to potential employers into the rest of the optional boxes on this screen. • Press the Save and Finish button. You will be taken back to the "Create Resume" page.
15.	In the Certification/License section, press the "Add" button. (If you have no certification/license information, skip to Step 13.)
16.	On the Profile – Certification/License page, enter all required information: • Type the name of your certification/license into the "Certification/License Title" box. • Type the name of the organization that accredited you with this certification/license into the "Certified by/Licensed by" box. • Type the issued date into the "Date Issued" box or select the issued date from the "Select Date" hyperlink. • Select "Yes" or "No" from the "Does it expire?" drop down list. (If you select "Yes," then you **must**

	enter an expiration date into the "If Yes, Date Expires" box.) • Enter any other optional data that you determine to be beneficially informative to potential employers into the "Additional Certification Information" box. • Press the Save and Finish button. You will be taken back to the Create Resume page.
17.	In the Qualification and Achievements section, press the "Add" button. (If you have no qualification/achievement information, skip to Step 15.)
18.	On the Profile – Qualifications and Achievements page, enter all required information: • Type a qualification or achievement into the "Title" box. • Enter any other optional data that you determine to be beneficially informative to potential employers into the rest of the optional boxes on this screen. • Press the Save and Finish button. You will be taken back to the Create Resume page.
19.	In the References section, press the "Add" button. (If you have no references, skip to Step 17.)
20.	On the Create Reference page, enter all required information: • Type your reference's first and last names in the spaces provided, and select the reference type (personal pr professional) from the drop down list. . • Enter any other optional data that you determine to be beneficially informative to potential employers into the "Additional Certification Information" box. • If you wish to add another reference, press the "Save and Add Another" button. When you are finished adding references, press the Save and Finish button. You will be taken back to the Create Resume page.
21.	Finish creating your resume: • **NOTE**: You have a choice in how dates are displayed for your Work, Military, and Education records. You may choose "Show Dates," "Duration (In Months)," or "Don't Display" from those drop down lists. If you do not make any choice for any of the three record sections, then JobGateway^{SM} will default to the "Show Dates" option for those records. • Press the Save and Finish button.
22.	Your most recent resumes will display in the "Manage My Resume" section of your Job Seeker Dashboard. Click on a resume name to view, edit or delete it. Click on "View All Resumes" to see a list of all the resumes you have created or uploaded, and for the option to create/upload additional resumes.