



CREATING/UPLOADING RESUME

CREATING A RESUME

Step One:
Log In



Log In

 KANSASWORKS

[Job Seekers](#) ▾ [Employers](#) ▾ [Training Providers](#) ▾ [Contact Us](#) ▾

Find the Best

Explore the jobs, resumes, or training programs in your area

Find a Job

Find a Resume

Find Training

Keyword

e.g., job title, company, or occupation
keyword

Location

e.g., ZIP or City and State

Radius

in miles

Search

Login

Username (required)

Password (required)

Show

Log In

Forgot [Password](#) or [Username](#)?
Use [Reset Code](#)

Need an account? [Create one now!](#)

[Job Seekers](#)

[Employers](#)

[Training Providers](#)



Job Seekers



Employers



Training Providers

Chat now



CREATING A RESUME

Hi, Job [Home](#) [My Profile](#) [Help](#) [Log Out](#)

[Job Seekers](#) [Employers](#) [Training Providers](#) [Contact Us](#)



From your Home screen, you have two options. If you need assistance creating a resume, its best to start with an instructional step-by-step video.

CREATING A RESUME

Click on the Help icon to access guides and tutorial videos to help you create a resume

Hi, Job [Home](#) [My Profile](#) [Help](#) [Log Out](#)

[Job Seekers](#) [Employers](#) [Training Providers](#) [Contact Us](#)

[Help](#)



CREATING A RESUME

You are here: [Job Seekers](#) > Getting Started: Job Seekers

Getting Started: Job Seekers

Overview

America's JobLink is a website offered by your state that connects you to new career opportunities. (Your state may have a different name for Joblink, like OKJobMatch or AZ Job Connection.) By creating a free account, you'll be able to...

- Search and apply for your next job.
- Upload your resume or make a new one from scratch with our resume wizard.
- Find on-the-job training and apprenticeship opportunities.
- Discover state- or federally-funded training programs (free money!) to enter a new career.
- Fulfill unemployment insurance requirements.
- Connect with career counselors for advice and support.

Need Help? Quick Links:

- [Create Job Seeker Account](#)
- [Creating a Resume](#)
- [Uploading a Resume](#)
- [Job Seeker Account Login](#)
- [Searching for a Job](#)
- [Job Seeker FAQs](#)

KANSASWORKS have built in online assistance tools that feature instructional videos and guides.

The screenshot shows the JobLink website interface. At the top, there is a navigation bar with the user's name 'Hi, Stanley', a home icon, 'My Profile', 'Help', and 'Log Out'. Below this is a secondary navigation bar with 'Job Seekers', 'Employers', 'Training Providers', and 'Contact Us'. The main content area features a 'Welcome, Job Seeker!' message and a search form with fields for 'Keyword' (containing 'tunnyflat1'), 'Location' (containing 'Enter Location'), and 'Radius'. A 'Search' button is next to the fields. Below the search form, there are links for 'Have an account? Sign in.' and 'Need an account? Create one now!'. The 'Sign in' section includes a 'Log In' button and a link for 'Forgot Username or Password?'. The 'With a job seeker account you can:' section lists several benefits, such as performing advanced searches, creating unlimited resumes, exploring in-demand occupations, finding on-the-job training, fulfilling unemployment insurance requirements, and connecting with career counselors. An illustration of two people at a computer is shown next to this list. At the bottom right, there is a link for 'How we help job seekers:'.



Creating a Resume

Click on "Creating a Resume" to watch the video tutorial



JobLink Video Tutorial

America's Job Link Alliance-Technical Support 2020



CREATING A RESUME

If you feel confident you can create or upload a resume on your own. You may proceed to the resume section via the "Home" or "My Profile" icons.

Hi, Job [Home](#) [My Profile](#) [Help](#) [Log Out](#)

[Job Seekers](#) [Employers](#) [Training Providers](#) [Contact Us](#)



[Home](#) [My Profile](#)



CREATING A RESUME

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- [My Resumes](#)
- [Job Search](#)
- [My Saved Searches](#)
- [My Saved Jobs](#)
- [Job Search Activity](#)
- [My Skills List](#)
- [Select Language](#) | [What is this?](#)

From your Home or My Profile icons, you'll be able to access your "My Resumes" menu

Welcome Job Seeker!

Find a Job

Keyword <input type="text"/> <small>e.g., job title, company, or occupation keyword</small>	Location <input type="text"/> <small>e.g., ZIP or City and State</small>	Radius <input type="text"/> <small>in miles</small>	Search
Show Saved Searches			

Jobs You May Like

- Client Success Manager**
at Keycentrix in **Wichita, Kansas, United States**
- Social Media Manager (Remote)**
at Citizens Bank in **Topeka, Kansas, United States**
- Resource Development Producer**
at The Salvation Army - Metro Division
in **Kansas City, Missouri, United States**

Recently Viewed Jobs

- Employment Specialist**
at Kansas WorkforceONE in **Hays, Kansas, United States**
- Customer Service Associate**
at Walgreens in **TOPEKA, Kansas, United States**

CREATING A RESUME



- ← Toggle Menu
- 📅 Upcoming Events
- 📄 My Resumes
- 🔍 Job Search
- 🌟 My Saved Searches
- ❤️ My Saved Jobs
- ☰ Job Search Activity
- 📄 My Skills List

Click on the “My Resumes” icon to be transported to your resumes home page

📄 My Resumes

CREATING A RESUME

- Toggle Menu
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- My Saved Jobs
- Job Search Activity
- My Skills List
- Select Language 
- What is this?

From your "My Resumes" menu, you can view and edit any preexisting resumes you have stored on KANSASWORKS.com or you can create resumes.

My Resumes

Use KANSASWORKS to quickly and easily create a personalized resume from scratch or to upload an existing resume. You can create as many resumes as you want by copying content from previous resumes. If you have any questions about how to use the resume wizard or how to manage your resumes, please visit the [Resumes](#) section of the online user guide.

Views 3	Customer Service Search for Matching Jobs What is this? 	Created May 26, 2021 Last Updated May 26, 2021
View/Edit	Change Upload	Delete
Views 2	Hospitality Management Search for Matching Jobs What is this? 	Created Mar 02, 2021 Last Updated May 25, 2021
View/Edit	Change Upload	Delete

[Create Another Resume](#) 

New Resume

Tell us about the job you'd like to find. This information will help us better match you to prospective jobs. Questions on this page affect how your resume displays in the Resume Search. If you wish to upload a resume, you may do so at the bottom of the page.

Resume Information

Resume Title (required)

This is the title that displays to employers and general public in the Resume Search. Each of your resumes must have a unique title. It should be relevant to the type of work you are seeking and advertise your skills as a job seeker.

Occupation

Enter a keyword or O*NET code for the occupation. [Search for O*NET Codes](#) [CF](#)

Education and Experience

How many years and/or months of relevant work experience do you have? (required)

 and

Years Months

The months must be fewer than twelve. If you have nothing to enter in either or both fields, enter zero.

Education level

Location Information

Are you willing to move to another location for work? (required)

- Yes
 No

Where would you like to find employment? (required)

Enter a city and state or ZIP. This location is for job-matching purposes only. Your resume will display to employers that conduct resume searches for your designated area and that are within the one-way commuting distance you set.

What is the maximum distance (in miles) you are willing to commute to work one-way?

(required)

Are you willing to travel as a requirement of the job? (required)

- Yes
 No

This does not refer to your willingness to commute to work from your home every day.

Wage and Shift Information

What is your desired salary type? (required)

- Annual
 Hourly
 Other

What is your minimum desired salary? (required)

Enter only numbers in this field (e.g., 30000 for annual, 12.00 for hourly or 500 for other). Other can be price per mile, per job, per contract, etc. The maximum allowable amounts are 1000000 for annual, 100.00 for hourly and 1000000 for Other.

[Market Wage Information](#) [CF](#)

Are you seeking full-time or part-time work? (required)

- No preference
 Full time
 Part time

What shift do you prefer to work? (required)

- No preference
 Day
 Evening
 Night
 Rotating
 Split

Are you willing to accept temporary work? (required)

- Yes
 No

Do you have a valid driver's license? (required)

- Yes
 No

Email

Do you want job matches for this resume emailed to you?

- Yes
 No

Resume Upload

[Select File to Upload](#) Please Select File

The file must be a PDF, Microsoft Word, Microsoft WordPad, or LibreOffice Writer document (pdf, doc, or docx), no larger than 10 MB.

By clicking on the “Create Another Resume” option, your screen will expand to allow you to impute the necessary and required information to begin the creation of your resume. All fields must be completed to continue.

Create Another Resume

CREATING A RESUME

Once you have the new resume information entered. You can continue to create the resume or upload a resume if you have one in a PDF, Microsoft Word, Microsoft WordPad or LibreOffice Writer document formats.

Resume Upload

 Select File to Upload

Please Select File

The file must be a PDF, Microsoft Word, Microsoft WordPad, or LibreOffice Writer document (.pdf, .doc, or .docx), no larger than 10 MB.

Create Resume

Cancel

Resume Preview



This is what employers will see when viewing your resume. Click **Publish** to complete your resume, which makes it visible to employers. You can also control a resume's public visibility with its expiration date from the **My Resumes** page.

1 Resume Overview

2 Qualifications

3 **Resume Preview**

Download/Print PDF Download/Print Word

☰ 1 of 1 🔍 - + ... 📌

FIRST NAME LAST NAME

Address - Phone

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

DATES FROM - TO
JOB TITLE, COMPANY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM - TO
JOB TITLE, COMPANY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

EDUCATION

MONTH YEAR
DEGREE TITLE, SCHOOL
It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

MONTH YEAR
DEGREE TITLE, SCHOOL
It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

Publish

Edit

If you have a resume in one of those formats, simply click "Select File to Upload" to view and publish to your KANSASWORKS account.

Resume Upload

Select File to Upload

CREATING A RESUME

Resume Upload

 Select File to Upload

Please Select File

The file must be a PDF, Microsoft Word, Microsoft WordPad, or LibreOffice Writer document (.pdf, .doc, or .docx), no larger than 10 MB.

Create Resume

Cancel

If you don't have a completed resume in one of the formats listed. You can click "create Resume" to continue to the resume builder.

Create Another Resume



Objective Statement



The following suggestions for an Objective Statement are based upon the type of work you are seeking. You may select one, edit it later, or if none of these seem suitable for you, you can skip this step and write your own later. Words or phrases in brackets indicate text you can later edit on **Step 11: Review and Post**.

1 Resume Overview

Objective Statement

Summary of Qualifications

2 Address Book

3 Work Experience

4 Education

5 Awards

6 Licenses and Certifications

7 Additional Information

8 Military Service

9 Driver's License

10 References

11 Review and Post

Resume Suggestions

Resume Preview

Reference Preview

Current Selection:

Customer Service Representatives

43-4051.00

Objective Statement

- Customer oriented problem solver with an ability to adapt to new situations seeking a [office receptionist] position.
- Seeking an [administrative] position in a [non-profit] organization where I can use my fund-raising, public relations and management skills.
- An experienced [administrative assistant] seeking employment providing office coordination.
- Seeking a position in an office environment, where there is a need for a variety of office tasks including [computer knowledge, organizational abilities, business intelligence and database program use] .
- A [recent graduate] seeking a position as a [receptionist] to develop and improve my skills while contributing to the team and organization.
- To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.
- To join an interactive organization that offers me a constructive workplace for communicating and interacting with customers and people.

Update Objective

Skip

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Start with step 1 and work your way through the resume builder. Enter in as much information as you can.

Summary of Qualifications



The following suggestions are examples you can use to describe your qualifications. You may select whichever options describe your experience, or if none of these seem suitable for you, you can skip this step and write your own later. Words or phrases in brackets indicate text you can later edit on **Step 11: Review and Post**.

1 Resume Overview

Objective Statement

Summary of Qualifications

2 Address Book

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10 References

11 Review and Post

Resume Suggestions

Resume Preview

Reference Preview

Current Selection:

Customer Service Representatives

43-4051.00

Summary of Qualifications

- 『10』 years' experience in 『customer service, administrative and graphic design』
- Computer literate: 『Word, Excel, Access, database, A+ Certification, Internet, email, familiar with PowerPoint 』
- Willing to take on additional responsibilities and challenges
- Displays excellent time management with high attention to detail
- Works effectively as a team member
- 『Administrative Support/Office Manager/Clerical』 with 『10』 years' experience in a 『medical』 office
- Acts as liaison between 『patient, family and physician』
- Maintain patient confidentiality in accordance with 『HIPPA/OSHA』 regulations
- Computer literate: 『Office 2010, Excel, Access, PowerPoint』
- Over 『10』 years' experience working with top level executives on 『federal / state governmental issues』
- Strong attention to detail, customer service and listening skills; highly motivated, creative and flexible
- Excellent computer skills - 『Microsoft Office products』
- Possess effective planning, organizational, communication,

Update Summary

Skip

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What you enter
is what
employers will
see.

Resume Preview



This is what employers will see when viewing your resume. Click **Publish** to complete your resume, which makes it visible to employers. You can also control a resume's public visibility with its expiration date from the **My Resumes** page.

1 Resume Overview

Objective Statement

Summary of Qualifications

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3 Work Experience

4 Education

5 Awards

6 Licenses and Certifications

7 Additional Information

8 Military Service

9 Driver's License

10 References

11 Review and Post

Resume Suggestions

Resume Preview

Reference Preview

Resume Preview

Reference Preview



Download/Print PDF



Download/Print Word

1 of 1

Job Seeker
Customer Oriented

Address	Email	Phone
ABC Street Topeka, KS 66604	justee19@yahoo.com	(785) 555-5555

Publish

Edit

When you get to step 11, you'll be able to view and edit your resume before you publish.

CREATING A RESUME

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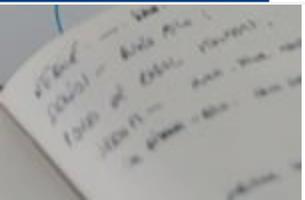
My Resumes

Use **KANSASWORKS** to quickly and easily create a personalized resume from scratch or to upload an existing resume. You can create as many resumes as you want by copying content from previous resumes. If you have any questions about how to use the resume wizard or how to manage your resumes, please visit the [Resumes](#) section of the online user guide.

Once published, you should be able to see your completed resume under your "My Resumes" section on KANSSWORKS.com

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View/Edit	Change Upload	Delete
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View/Edit	Change Upload	Delete

[Create Another Resume](#)



Overview

Job Seekers

Employers

Quick Start Guides

Remember, virtual assistance is available via video tutorials and guides 24/7 on [KANSASWORKS.com](https://www.kansasworks.com)

 Help



Creating a Job Seeker Account



JobLink Video Tutorial

America's Job Link Alliance-Technical Support 2020



Creating a Resume



JobLink Video Tutorial

America's Job Link Alliance-Technical Support 2020



Uploading a Resume



JobLink Video Tutorial

America's Job Link Alliance-Technical Support 2021



Searching for Jobs



JobLink Video Tutorial

America's Job Link Alliance-Technical Support 2019



Creating an Employer Account



JobLink Video Tutorial

America's Job Link Alliance-Technical Support 2019



Creating a Job Posting



JobLink Video Tutorial

America's Job Link Alliance-Technical Support 2020



Searching for Resumes



Hi, Job  Home  My Profile  Help  Log Out

Job Seekers  Employers  Training Providers  Contact Us 



We are experiencing high customer volumes. For questions regarding the My Reemployment Plan, please go to Kansascommerce.gov/mrp

If you would like to chat with a KANSASWORKS Digital Assistant please answer the following questions:

Name: *

E-mail: *

Question: *

** NOTE: KANSASWORKS Digital Assistants do not have access to your UI benefits or the ability to reset your login for getkansasbenefits.gov. **

Powered by LiveChat

Workforce Centers

877-509-6757



For additional assistance, Live Chat, in person and over the phone assistance is also available during business hours. Visit or contact your local Workforce Center or use the Live Chat feature on KANSASWORKS.com