CalJOBS Help Sheet 13

How to Create a Resume in CalJOBS

Prepared by: Data Management & Analytics Division

How to Create a Resume in CalJOBS

This help sheet describes how to create or upload a resume in CalJOBS to help participants and employers connect effectively.

Creating a Resume:

1. To begin, navigate to **Services for Workforce Staff > Manage Resumes > Create a Resume.**

    (*Note: You may also search for a resume by clicking "**Search for Resumes**".*)
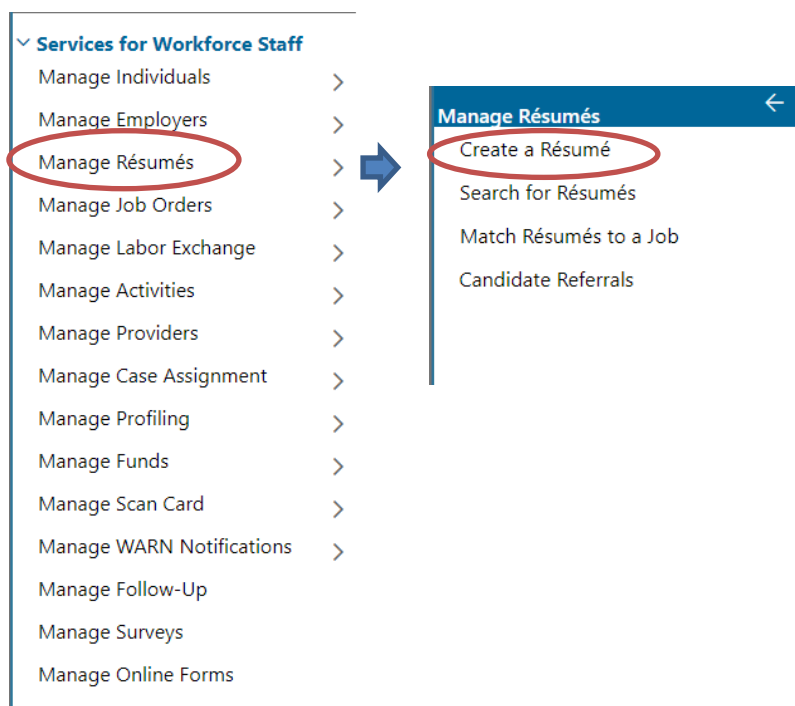
2. Next, search for the individual. Using a unique identifier such as the **Application #** will usually result in a faster search.

3. Once you find your participant, click on the username of the client to proceed to the add resume screen.

    *Note: Clicking on "**Programs Tab**" will NOT take you to the resume section.*

| User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	RTW	Last Exited	Created	Action	Select ☐
NATHANREYES	Nathan	Reyes	6243		34724	01/15/2020	N		01/15/2020	Programs Tab	☐

Save New List

1 Records found

*Note: Alternatively, you can arrive at the same resume section by accesing the participant's case file and navigating to **My Individual Plans > Employment Plan Profile > Resumes.***

⊟ 📁 **My Individual Plans**
　　⊞ 📁 Employment Plan Profile
　　　　📄 Résumés
　　　　📄 Job Applications
　　　　📄 Online Application
　　　　📄 Virtual Recruiter
　　　　📄 Employment Goals
　　⊞ 📁 Training Plan Profile
　　⊞ 📁 Benefits Plan Profile
　　⊞ 📁 Financial Plan Profile

4. The **Resumes** page will appear, with five available tabs. Click on "**Create new Resume**" to create the resume for the individual.

| Résumés	Job Applications	Online Application	Virtual Recruiter	Employment Goals
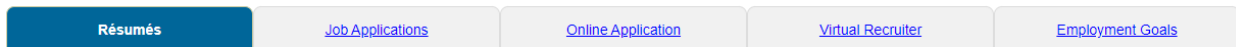
🛈 For help click the information icon.

Select an option from the pulldown below to show either your active, expired, partially completed or deleted résumés or all résumés regardless of their status:

Note: Résumés that have not been modified in over 90 days are set to Expired and are not displayed to employers. Click the Reactivate All Expired Résumés link to update all your résumés to today's date.

View active résumés ▼

0 of 0

➕

Create new Résumé
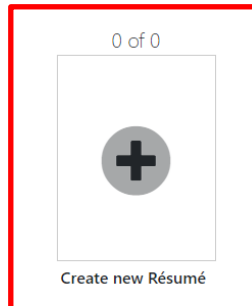
[Tips on preparing your résumé | Reactivate All Expired Résumés | Cover Letter]

Select another Job Seeker Service

*You may click on "**Tips on preparing your resume**" for help and "**Cover Letter**" to create a cover letter.*

1. Enter the '**Resume Title**', and '**Resume Creation Method**'. Click the radio button next to the **Resume Creation Method** you prefer. In the **Availability** section, enter whether the participant would like to make their resume available online for employers to view.

   In this Help Sheet, we will provide instruction on bulding the resume from scratch (**Comprehensive**). You also have the option to '**Upload**' or '**Copy & Paste**' from an existing resume.

Résumé Name

*Résumé Title:

Note: You may want to include words that highlight your skills, experience or specialty. This resume title is displayed to the public if you choose to have this resume accessible online.

As best practice you should not include any personal identifying information (e.g. name, DOB, phone number) as part of the resume title.

Show Résumé Best Practices

Availability

○ Allow employers to view my résumé online.

◉ Hide my résumé from employers.

Résumé Creation Method

◉ **Comprehensive**
   Build your résumé using a step-by-step process (create your résumé from scratch).
   20.0 min(s) estimated

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

*Note: When selecting "**Comprehensive**", you will have addtional sections to complete in order to create a complete resume.*

2. A preview of the resume will appear and you will be able to select which section to edit. There are various templates to choose from when clicking on the Template button.

You may print, email, download, or customize the template options by clicking these icons.

Click on any one of the tabs in order to enter the information.

- Enter **Employment History**. Click "**Add Employment History**". Each entry will be separate. Check the box "**Allow interested employers to view your salary history and reason for leaving the jobs displayed on your resume**" if you would like that information to be displayed.

Employment History

Company Name	City	Job Title (Occupation)	Start/End Dates	Action
		No Employment History		

[Add Employment History]

Enter the information related to the **Employer**. Then, enter a **Job Title**.

Employer

*Employer Name: [   ]

Address: [   ]

Zip Code: [   ]

*City: [   ]

*State / Province: [None Selected ▼]

*Country: [United States ▼]

Job Title

Please enter a job title below for this employment history. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

*Job title: [   ]

In the **Occupation** section, search for the specific occupation by clicking "**Search for an occupation**", if one is not already pre-populated. Finally, enter the **Position** information and job duties in the text box and click "**Save**".

Occupation

[Search for an occupation]

*Occupation title:

Occupation code:

Position

*Type of employment: None Selected ▼

*Full or part-time: None Selected ▼

Gross Salary:

Salary is based upon: None Selected ▼

* Date you began work: ___ 📅 (MM/DD/YYYY) Today

☐ Currently Employed

* Reason for Separation: None Selected ▼

Additional information on reason for separation:

(120 characters max)

* Last day worked: ___ 📅 (MM/DD/YYYY) Today

Duration of Job: 0 Year(s) 0 Month(s) 0 Day(s)

* Job duties:

Use this section to describe your job duties in detail. Limit your experiences to your major accomplishments so that employers can easily scan your resume.

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

B I U I̶ₓ | ≣ ≡ ≡ ≡ ≡ | ≟ ≔ | ≣ Ω ⊞ 🗐
Format ▾ | Font ▾ | Size ▾ | A̲ ▾ | 🖉 | ← → | ❷ | ❶

[Text Templates | Insert Occupational Description | Clear Text | Remove All Formatting]

7

- Enter **Education and Training** information by clicking the section and "**Add a new Education History**". To select the educational program, click "**Select Educational Program Classification**". Similar to selecting an occupation, you must search for the program. You may enter any additional information in the text box as required. Click "**Save**" once you want to proceed.

Education History

For help click the information icon.

Do not complete for education levels of less than High School or High School Equivalency Diploma. Certifications and Occupational Licenses should be added in the next section.

* **Qualification Level:** None Selected

* **Course of Study:**

Educational Program Classification: Select Educational Program Classification

* **Issuing Institution:**

City:

State / Province (of Institution): None Selected

Country (of Institution): United States

* **Are you Currently Attending this School?** ○ Yes ● No

Total Sem/Clock Hours Completed: hrs.

Date Format: MM/DD/YYYY

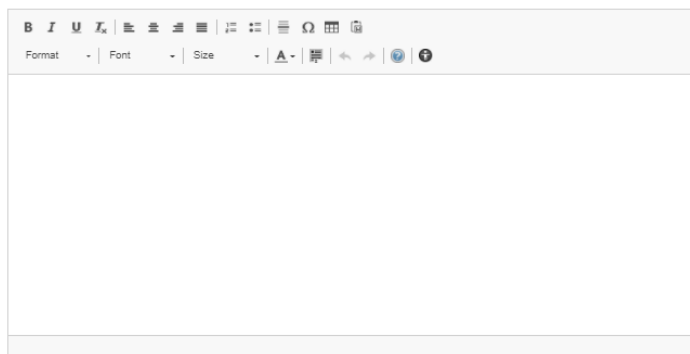**Start Date:**

Completion Date:

Comments:
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

B I U Tₓ | ≡ ≡ ≡ ≡ | ≔ ≔ | ≡ Ω ⊞ ⊡
Format - | Font - | Size - | A⁻ | ▦ | ↞ ↠ | ⊙ ⊙

[Text Templates | Insert Sample Text | Clear Text | Remove All Formatting]

Save   Cancel

- Enter **Occupational Licenses, Certificates and Training** information. You may skip this section if not applicable.

Occupational Licenses and Certificates

For help click the information icon.

* Certificate / License:

* Issuing Organization:

Certificate Number:

Certification/License Type: None Selected

* Completion Date: (mm/yyyy)

Expiration Date: (mm/yyyy)

City:

* State: None Selected

* Country: United States

Save Cancel

3. The **Objective**, **Ability Summary**, **Honors & Activities** and **Additonal Information** sections allow you to add more information using text boxes.

4. The **Detailed References** section will allow you to add any references, by clicking **"Add New Reference"**. Once finished, click "**Save**" to complete the creation of the resume.

Detailed References

For help click the information icon.

Reference Name

* First Name:

* Last Name:

Reference Company Information

Employer Name:

Job Title:

Reference Contact Address

Address 1:

Address 2:

City:

State: None Selected

Zip: Find Zip Code (Opens in a new window)

Reference Contact Phone Number

Phone: - - Ext

Reference Email Address

Email:

Reference Information

* Reference Type: None Selected

* Number of Years Known:

Save Cancel

5. **Additional Employer Searchable Items** are available to complete for employers who are looking for resumes based on these criteria.

Additional Employer Searchable Items   **Not Online**

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	**Accountants**
Desired Salary	⚠ None Specified
Desired Job Location	⚠ None Specified
Desired Job Type	Days : **None Specified** Shifts : **None Specified** Employment Type : **Any** Full or Part Time : **Any** Willing to Travel : **No** Willing to Relocate : **No** Willing to Telecommute : **No**
Drivers License	⚠ None Specified
Security Clearance	⚠ None Specified
Job Skills	⚠ None Specified
Tools and Technology	⚠ None Specified
Typing Speed	⚠ None Specified
Language/Proficiency	⚠ None Specified

Click on any one of the sections in order to enter the information.

[Contact Info | Email References]

Back to Résumé List

- Enter '**Desired Occupation**'. The default occupation that appears will be the one entered when the participant first registered. You may change it by clicking on "**Search for an Occupation**".

Select an Occupation

Listed below are previous occupations you have selected while in this system. Otherwise, you may click the Search for an occupation link below to find your desired occupation.

| Accountants | ▼ |

[Search for an Occupation]

☑ **Update background information with desired occupation**

View Labor Market Information for Accountants

<< Back   Next >>

Note: You may search for a new occupation by the different categories listed below.

| Occupations by Keyword | Occupations by Group | Occupation Listing | Occupations by Education Program | Occupations by Military Specialty | Occupations by Occupation Code | Occupations by License |

☐ Display only Occupations with a Bright Outlook   ☐ Display Green Occupations only

Search for an occupation by keyword(s)

Type a job title or occupational keywords in the box and click the *Search* button. (e.g. Accountant)

⊞ Keyword Search Options

Search

Click Occupation Listing to see an alphabetical list of all available occupation titles.

🇺🇸 Click Occupations by Military Specialty to enter a military occupational classification

- Enter the '**Desired Salary**'. You may search the Labor Market Wage Rates for the desired occupation by clicking "**View Labor Market Wage Rates for [desired occupation]**". This field defaults to "**ANY**".

Desired Salary

* **Desired Salary:** | ANY | ▼ |

Cost of Living Comparison | View Labor Market Wage Rates for Accountants

<< Back   Next >>

- Enter the '**Desired Job Location**'. Click "**Add Location**" and select which area the participant desires to have their job location, and click "**Save**".

Desired Location

Anywhere in the State of California

A specific County (or specific Counties)

Zip

<< Back

- Enter the '**Desired Job Type Profile**' by clicking the "**Add New Profile**"and entering ' **Employment Category**', '**Work Hours**', '**Travel**', and '**Relocation**'. You may enter any additional information in the description box. Click "**Next**".

Desired Job Type Profile Information

*Title of this desired job type profile: [Profile 1]

☑ This is your default Desired Job Type profile.

Desired Employment Category

Employment Type: [Regular ▼]

Full-Time or Part-Time: [Full Time (30 Hours or More) ▼]

Desired Work Hours

*Check any of the shifts you are willing to accept: ☑ Day Shift ☐ Evening/Swing Shift ☐ Night/Graveyard Shift ☐ Rotating Shift ☐ Split Shift
(If you generally do not work shifts, select Day Shift.)

*Please check the days you are available to work: ☐ Sunday ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday

12

Desired Travel

Are you willing to travel?   None Selected ▾

Percentage of time you are willing to travel: 0   %

Relocation/Telecommuting

Are you willing to relocate?   None Selected ▾

Are you willing to telecommute?   None Selected ▾

Description

Any additional information about the type of job you desire:

[Insert General Sample Text | Clear Text]

<< Back   Next >>

Once finished, you may **edit**, **delete** or **view** your profile. You may also add a new profile by cliking "**Add New Profile**". Click "**Save**" when you are ready to proceed.

Desired Job Type

🛈 For help click the information icon.

Profile	Desired Employment	Display on Résumé	Action	Default Profile
Profile 1	Regular / FT Day Mon, Tue, Wed, Thu, Fri	⦿	Edit Delete	✔

Add New Profile

Save   Cancel

- Enter **driver's license information**. If you select "Yes" on "Do you have a valid Driver's license?" question, you will be required to complete additional fields. Click "**Next**" when you have completed all the necessary fields.

Driver's License Information

Do you have a valid driver's license? ○ Yes ● No

Do you have access to a motor vehicle? ○ Yes ○ No

Do you rely on public transportation? ○ Yes ○ No

Issued Outside the United States: ☐ Issued Outside the United States

* State Issued: None Selected ▼

* Driver's License Type: None Selected ▼

Driver's License Class:

☐ Commercial Class A Any combination of vehicles with a gross vehicle weight rating of 26,001 or more pounds provided the gross vehicle weight rating of the vehicle(s) being towed is in excess of 10,000 pounds.

☐ Commercial Class B Any single vehicle with a gross vehicle weight rating of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds gross vehicle weight rating.

☐ Commercial Class C Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials

☐ Private Vehicle Class C

☐ Motorcycle Class M1 or M2

Driver's License Endorsements:

☐ Class H - Hazardous Waste
☐ Class N - Tankers
☐ Class P - Transport Passengers
☐ Class S - School Bus
☐ Class T - Double / Triple Trailers
☐ No Endorsements

- Enter the **Security Clearance**, **Language Information**, **Job Skills**, **Tools and Technology**, **Typing Speed**, and **Language/Proficiency**. To add a new language click "**Add a new language**" and click "**Save**" after input. Click "**Save**" when you are ready to proceed.
- After all the **Additional Employer Searchable Items** sections are entered, the resume is now able to be Online for employers to search for, if the participant allowed from the **Availability** question in the beginning.

14