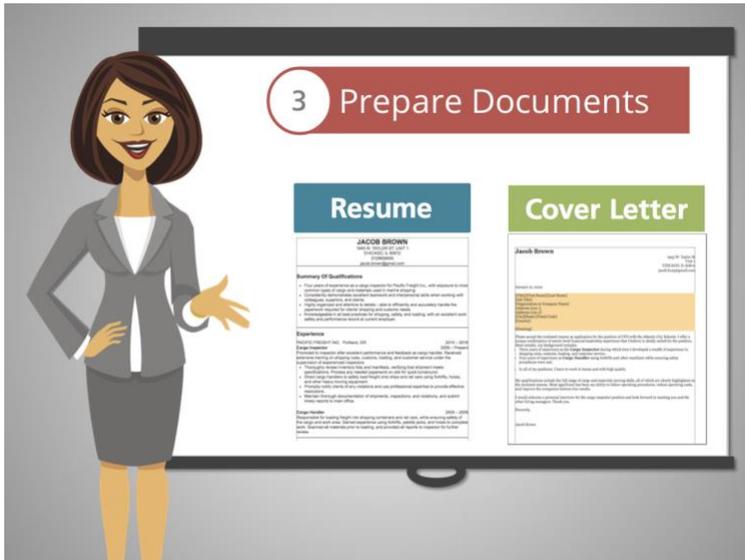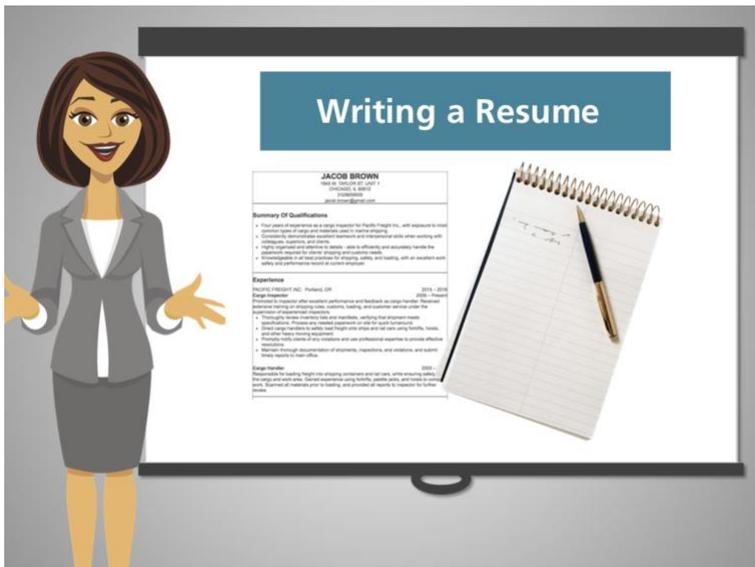# Preparing your documents

Most companies require a text document called a Resume.

The other document often required is called the Cover Letter.

Jacob is ready to draft the two documents he needs. This step will take him several hours, so he needs to remember to ask for help if needed and to stay motivated.

Click on the document that you would like to explore next.

Jacob's nephew, Christopher, suggested using the Resume Builder in Illinois workNet to create his resume.

Jacob will need to spend several hours typing his information into a template. Because Jacob doesn't have a computer, he decides to write down his past jobs, volunteering experience, skills, and hobbies in a notebook and have that information ready when he returns to the library to type his resume.
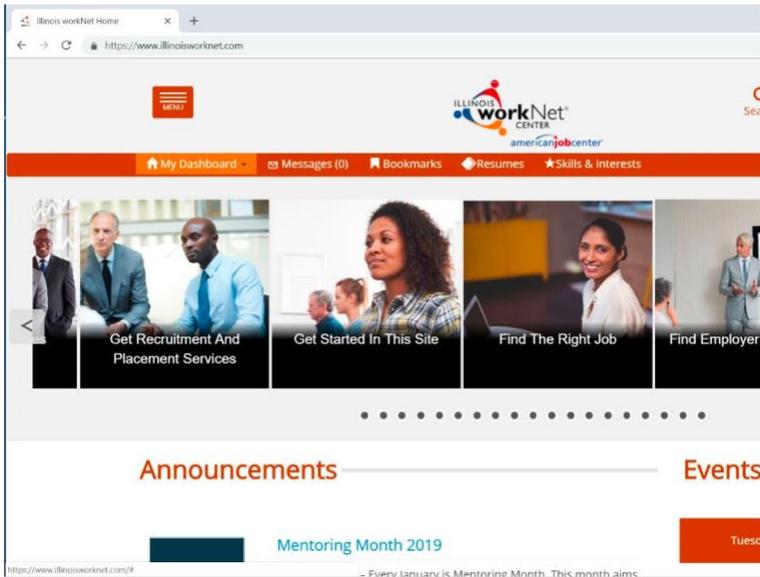
It is 9:00 a.m. again and Jacob is back at the library!
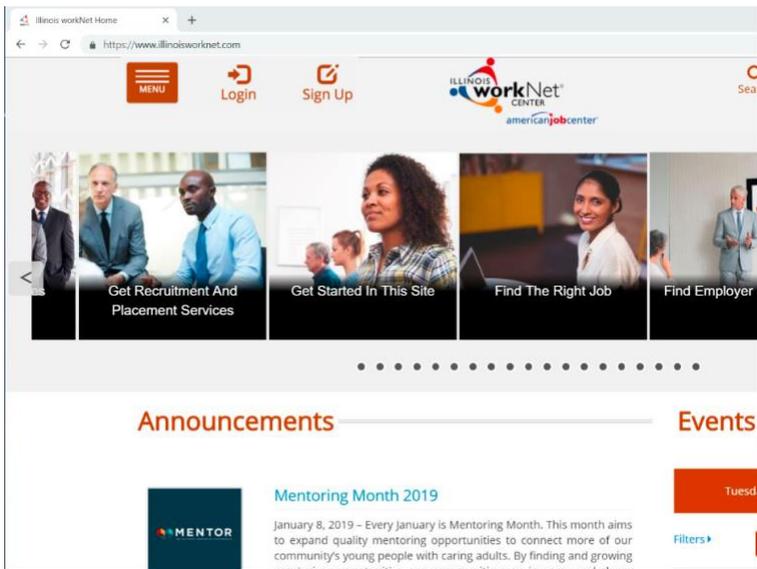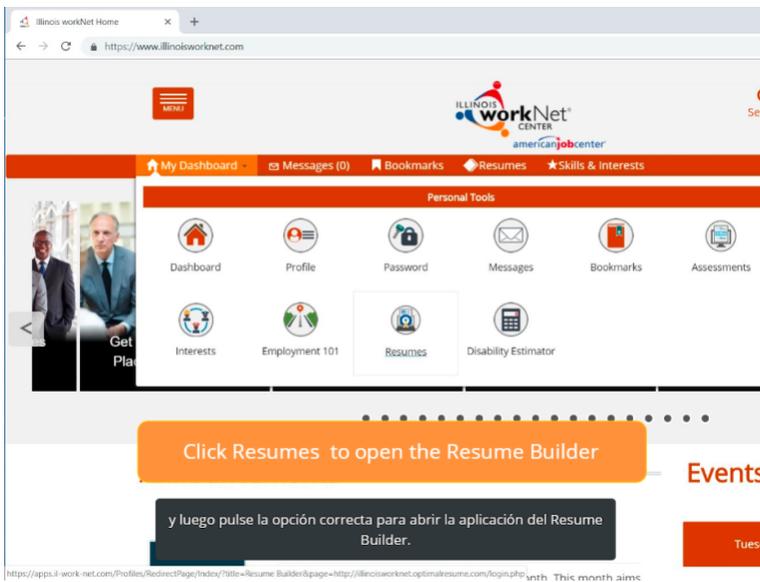

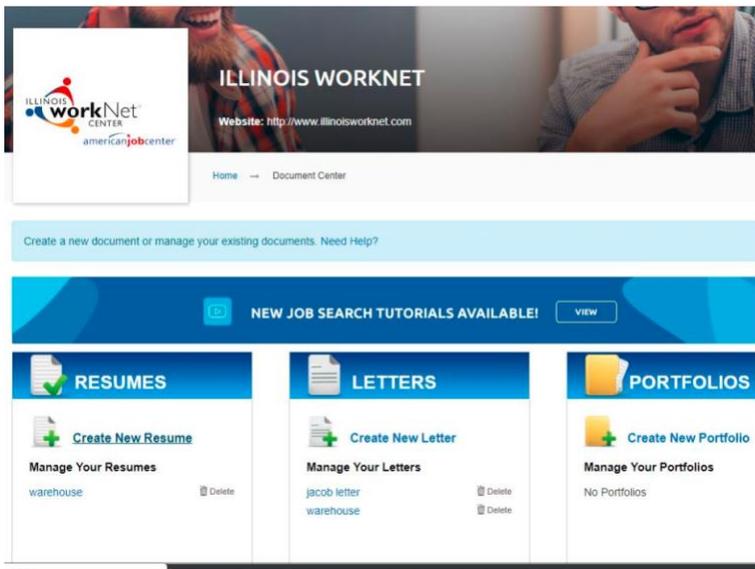Now he has everything he needs to start his resume.

Help Jacob by finding the Login link on the Illinois worknet site to get started.
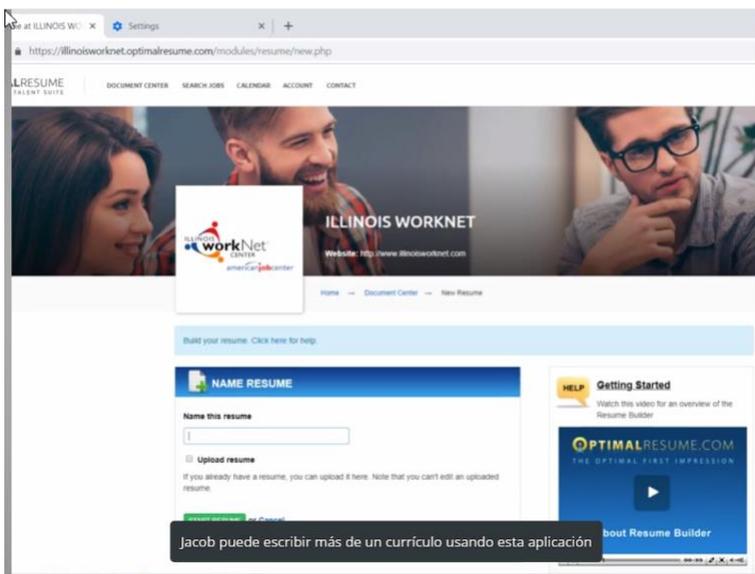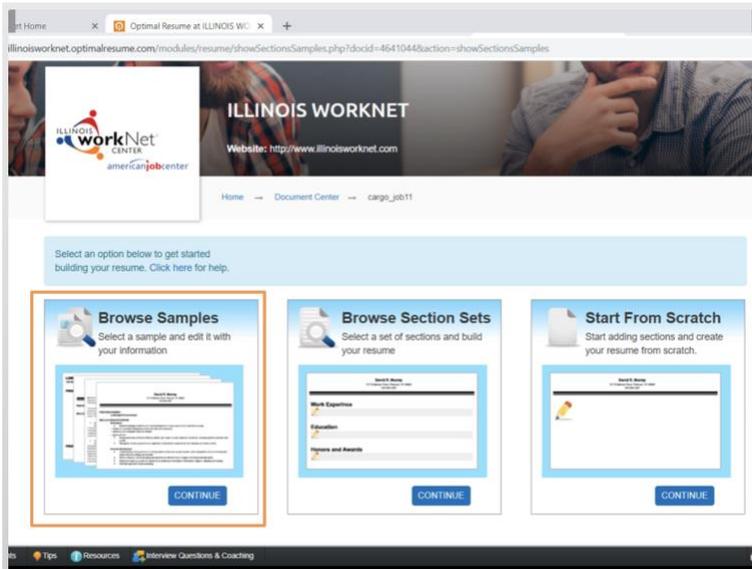
Now click on My Dashboard

and locate the Resumes link to open the Resume Builder.

Now, click the Create New Resume link.

Jacob can create as many resumes as he likes, that's why he needs to name them. He names the resume and clicks Start Resume.
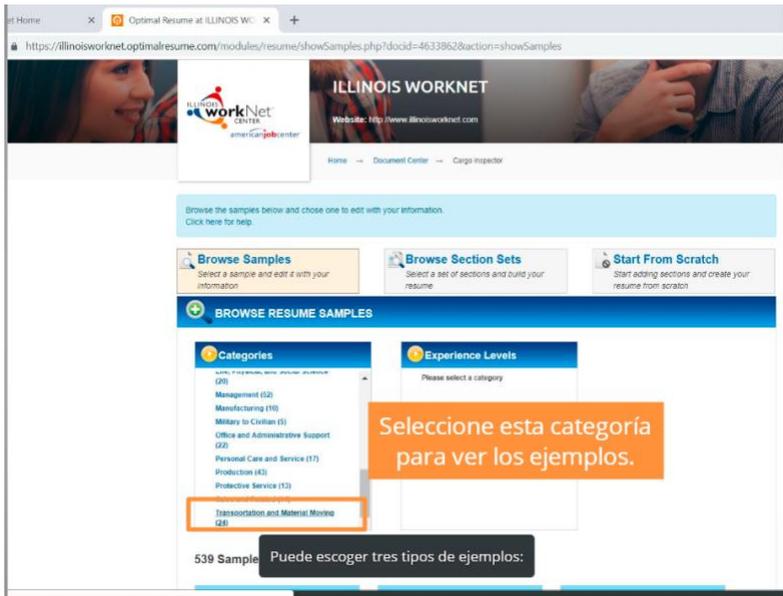
Now, he can choose whether to use a resume sample, use parts of a resume, or start his resume completely from scratch.

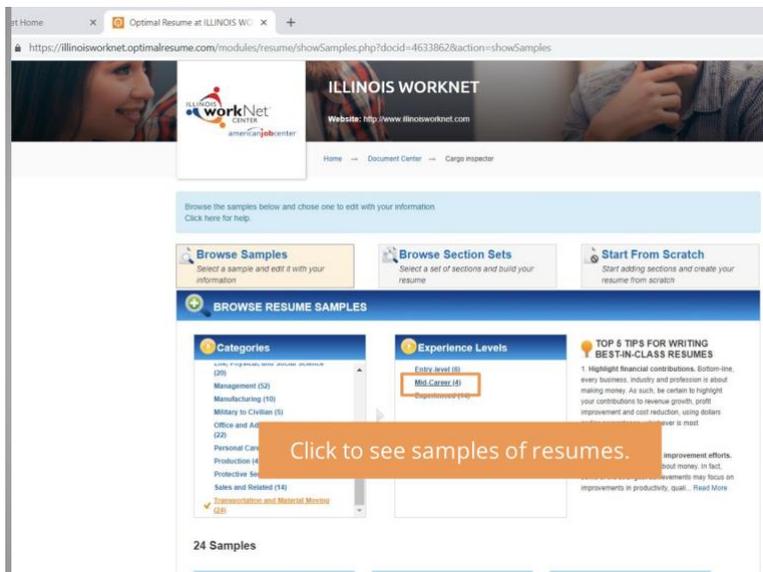He likes the idea of using a sample.

Click on the correct Continue link to help Jacob create his resume from a sample.
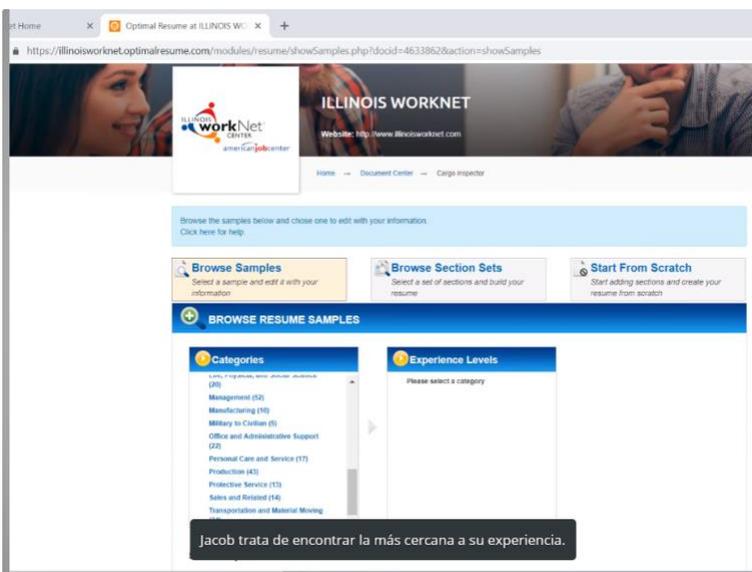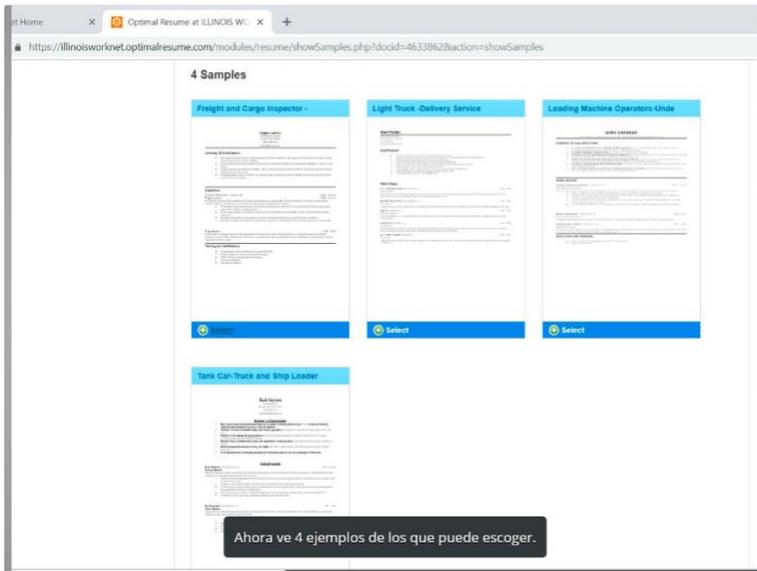

There are 25 categories to choose from. Jacob looks for the one closest to his area of expertise.

Down at the bottom, he finds the Transportation and Material Moving, and he notices that there are samples he can choose from:
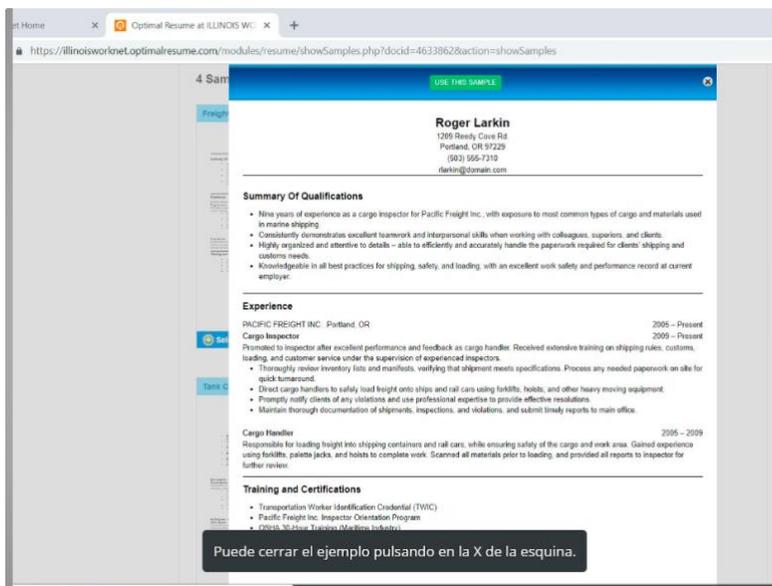

some entry level, some mid career, and some experienced. He selects the mid-career because he has some experience doing this kind of work.
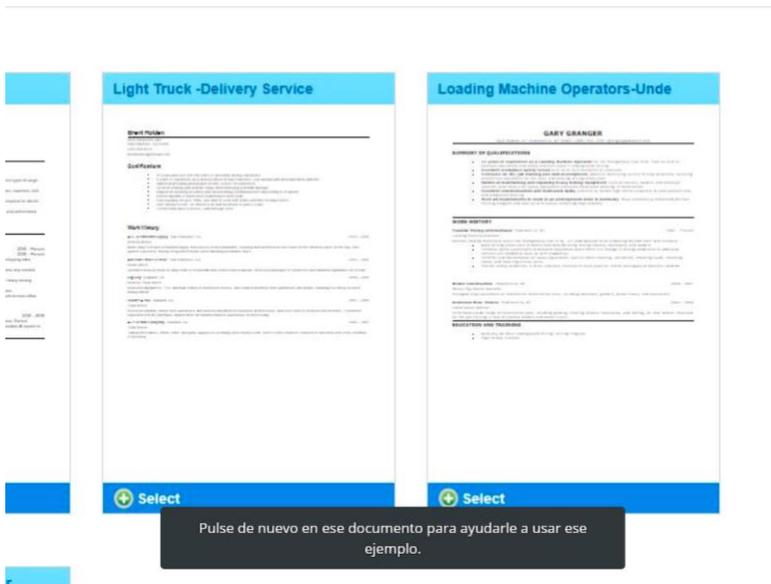
There are four samples he can choose from.

Help Jacob preview the samples by clicking on the document or on the +Select icon.

You can close the sample by clicking on the X in the top right corner.

Light Truck -Delivery Service

Loading Machine Operators-Unde

+ Select

+ Select

Pulse de nuevo en ese documento para ayudarle a usar ese ejemplo.

Jacob decided to use the Loading Machine Operator sample. Click again on the +Select icon of that sample and then click Use this Sample.
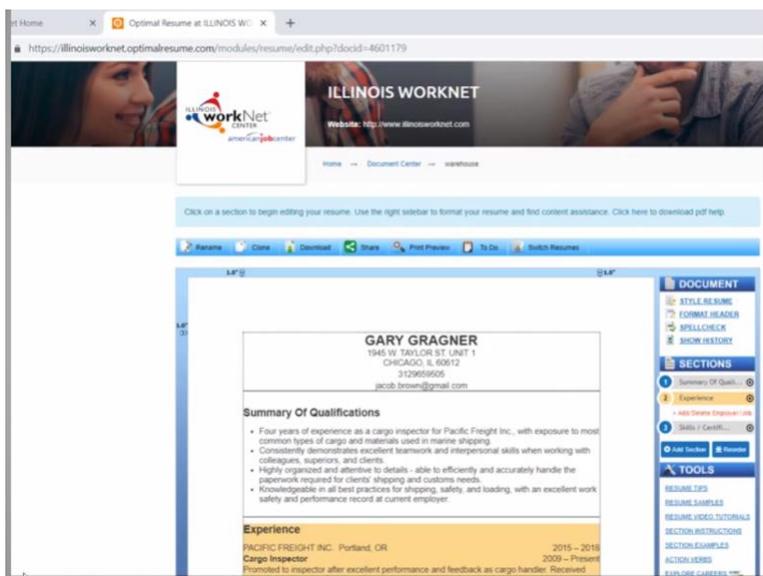

When he hovers over each section, the background changes color. If he clicks in the section, he can modify the text to add his information, while keeping the professional formatting.
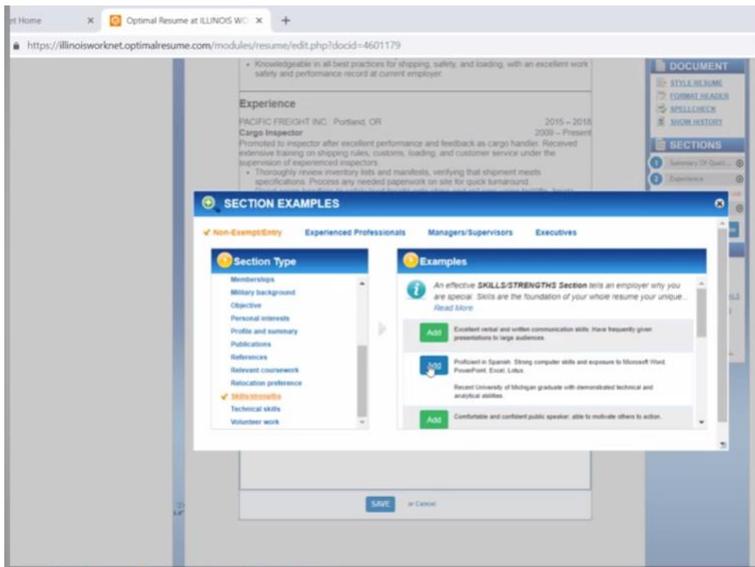
He can add new skills by clicking on Examples. He adds two and deletes the rest. Now he feels these skills represent him very well.
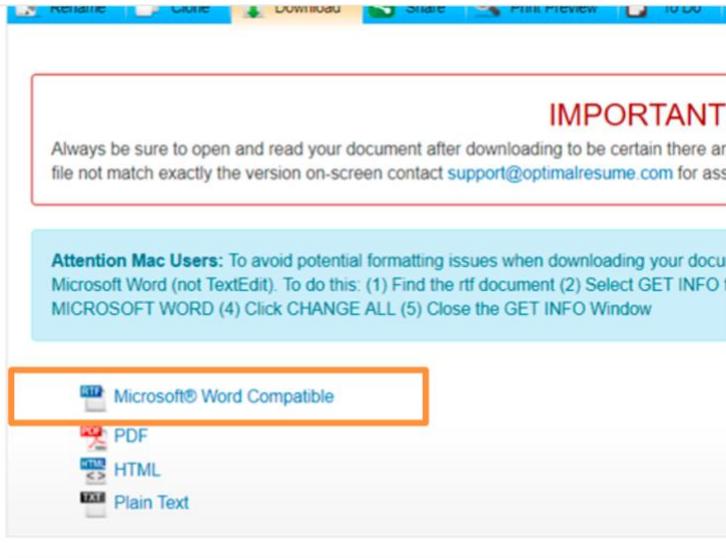
Before leaving the section, he clicks Save to keep the updates in the document and moves to another section.

He can cancel to leave the section without making any change.
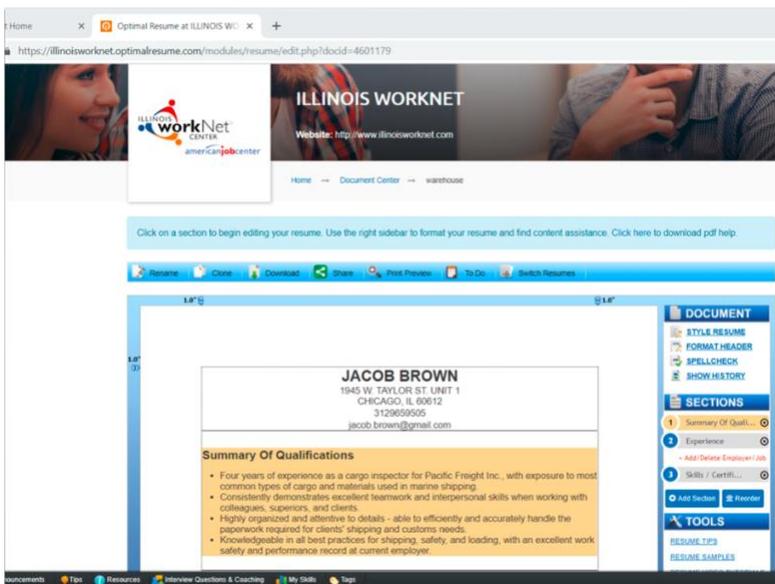
When he is done, he can print the resume right away, or download it so he can apply for jobs online.

Jacob wants to save his resume. From the tabs at the top, Select the correct tab to download Jacob's resume.

There are several formats he can choose from. A Microsoft Word compatible document is the best way to download his resume to keep the formatting, and the resume can be edited outside the Resume Builder if needed.

Jacob can always go back to edit his resume here in the Resume Builder if he doesn't have access to Microsoft Word.
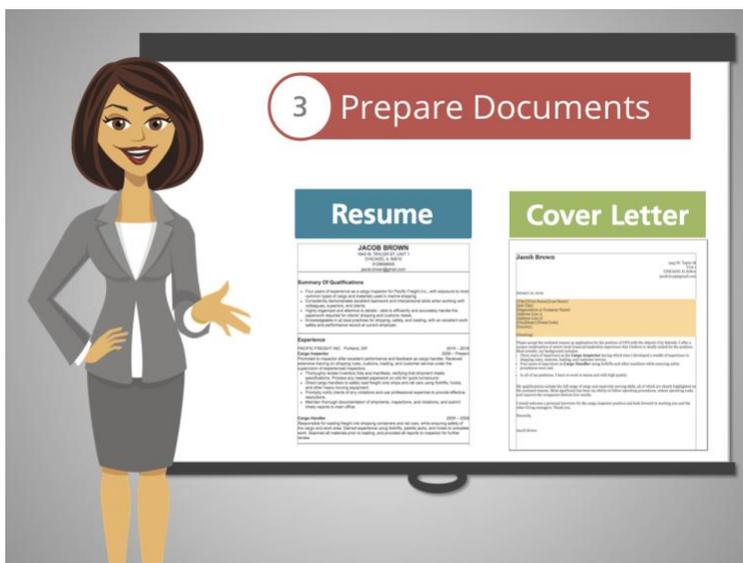
Click on the document that you would like to explore next.

It is 9:00 a.m. again and Jacob is back at the library!

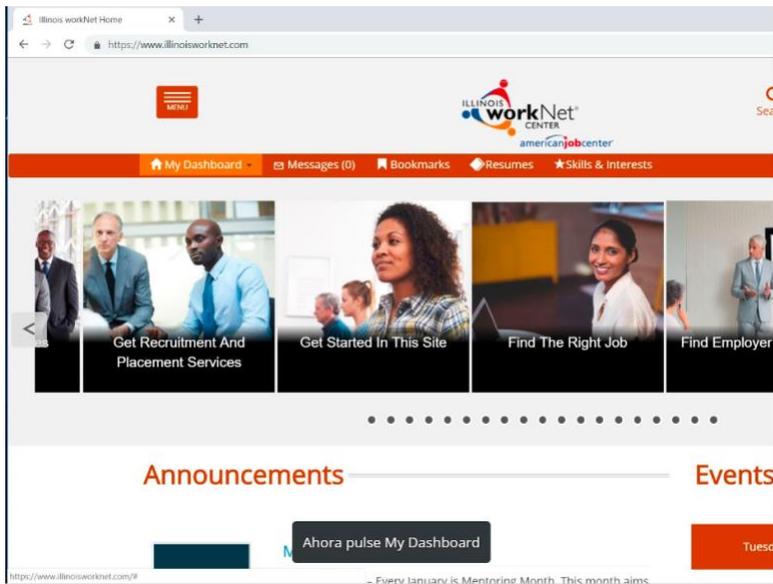He knows that some jobs will require him to have a cover letter ready.

The cover letter is a short text document where Jacob should explain why he is interested in the job and how his experience can help the company.
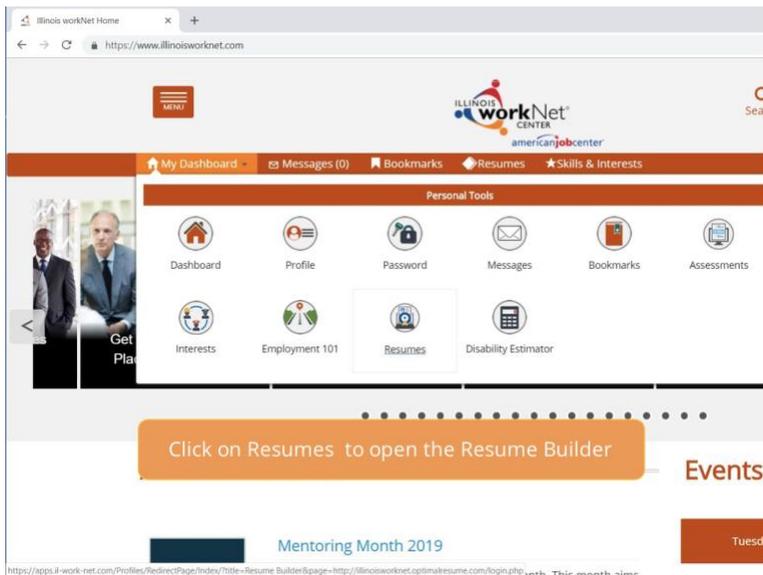
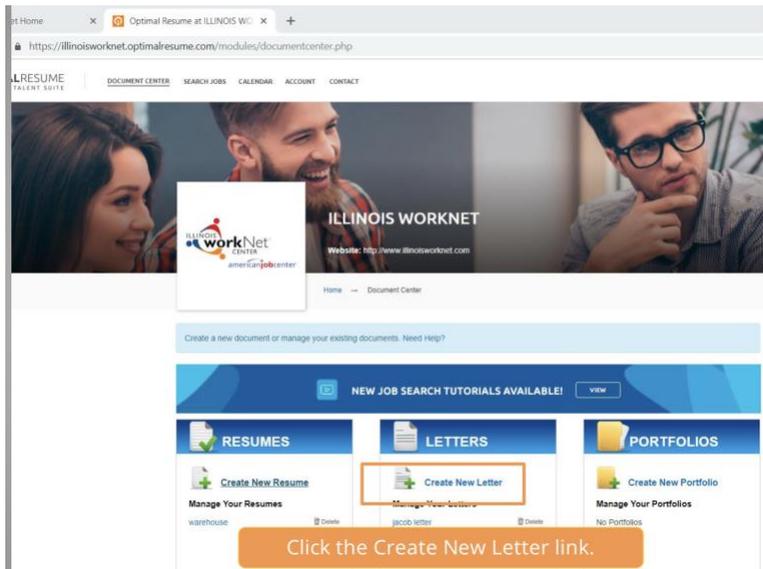He needs to create a cover letter for each job that asks for one.
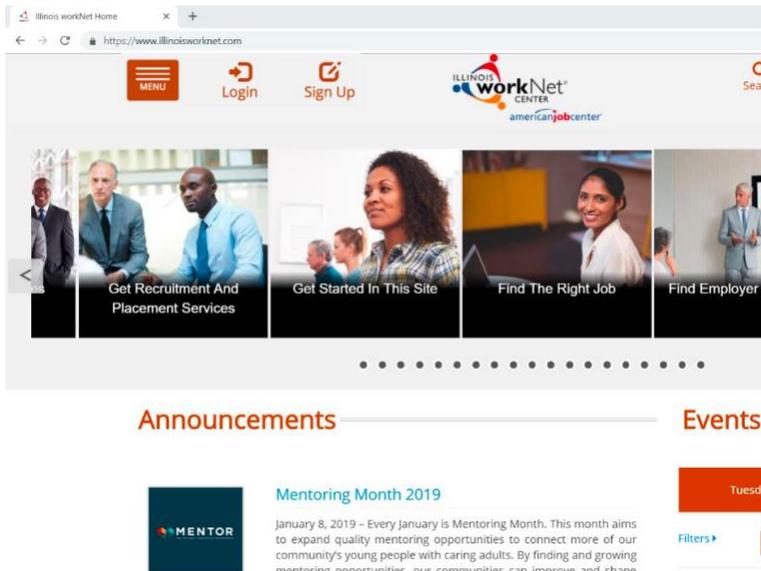
Help Jacob by finding the login link in the Illinois workNet to get started.
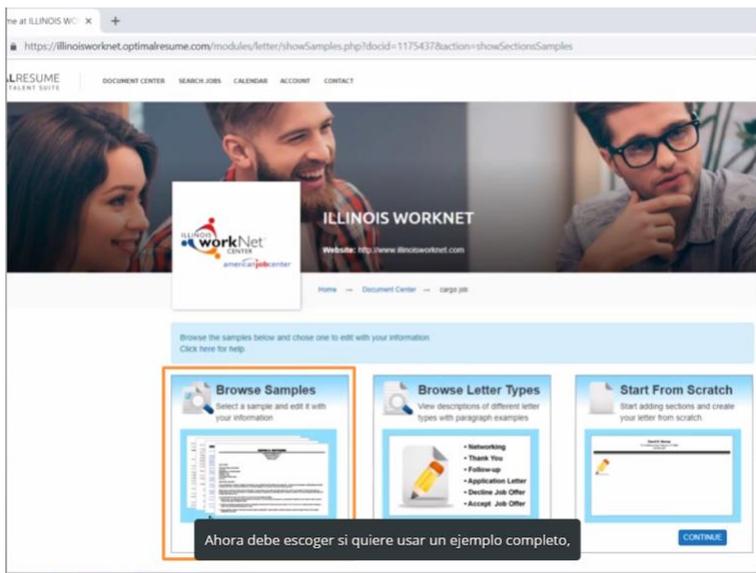

Now click on My Dashboard

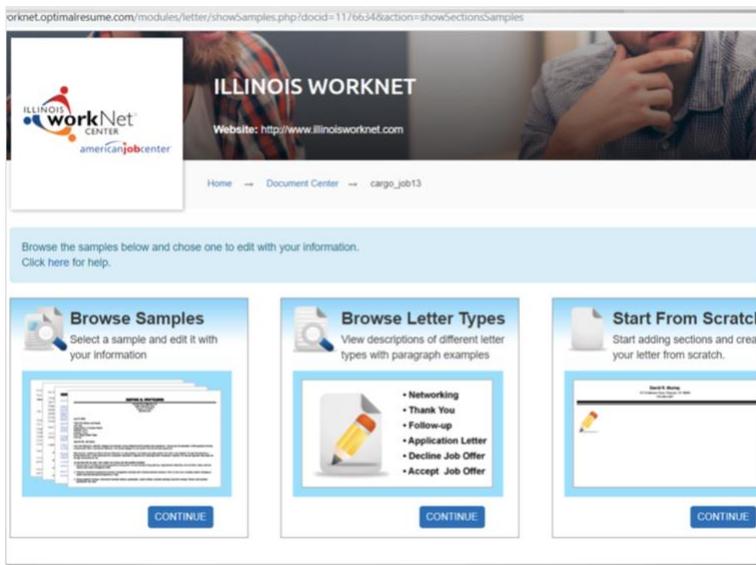And locate the Resumes link to open the Resume Builder.

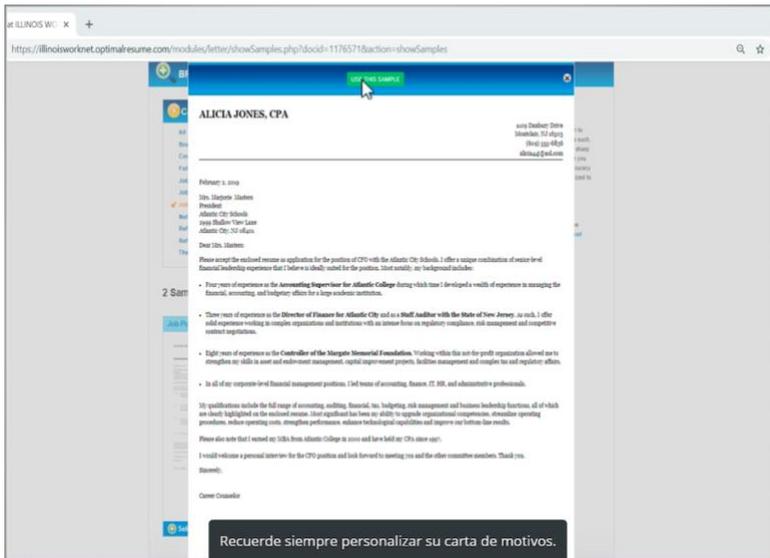Now click the Create New Letter link.

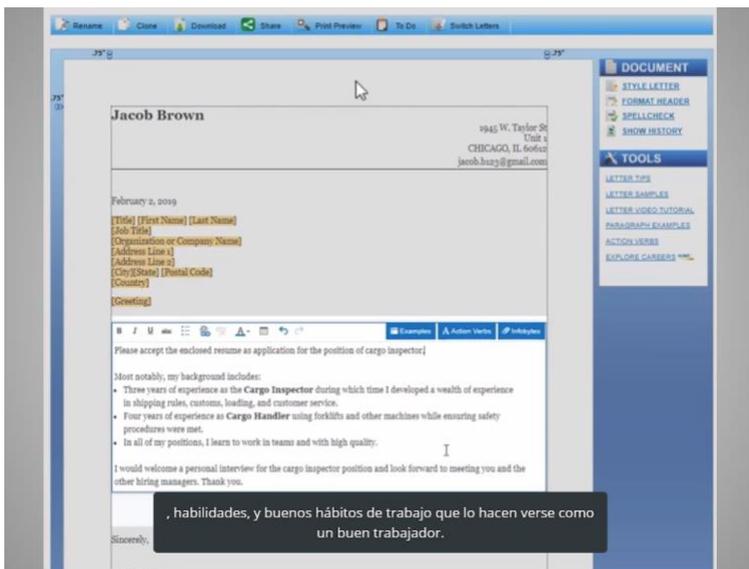He writes a name for this cover letter and clicks Start Letter.

Now, he can choose whether to use a letter sample, use parts of a letter, or start his letter completely from scratch. He likes the idea of using a sample.
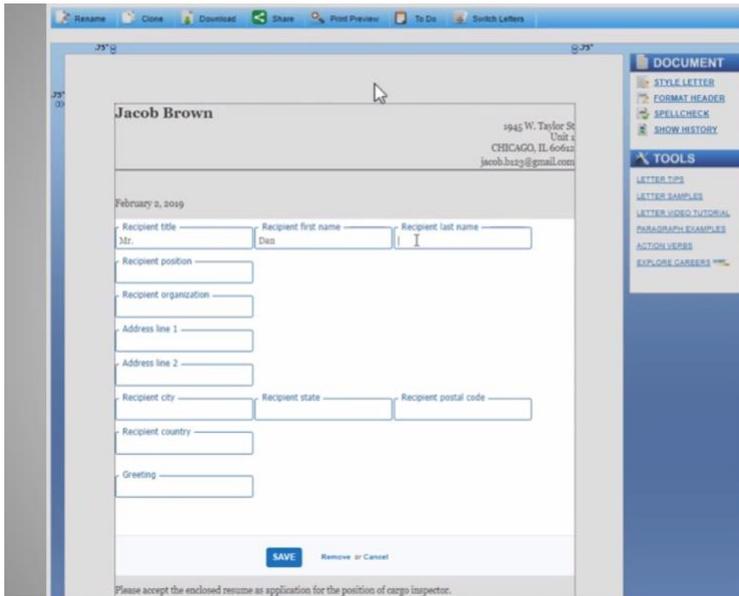

Click on the correct Continue link to help Jacob create his letter from a sample.

Jacob should always customize his cover letter.

Since he will apply for similar jobs, he drafts a general cover letter based on how his experience, skills, and good work habits make him a good candidate for the job.

He will need to go back to his cover letter once he finds a job he is interested in to include the name of the company and a bit of context for the actual job he is applying for, mentioning specific things from the job posting to show his attention to detail.
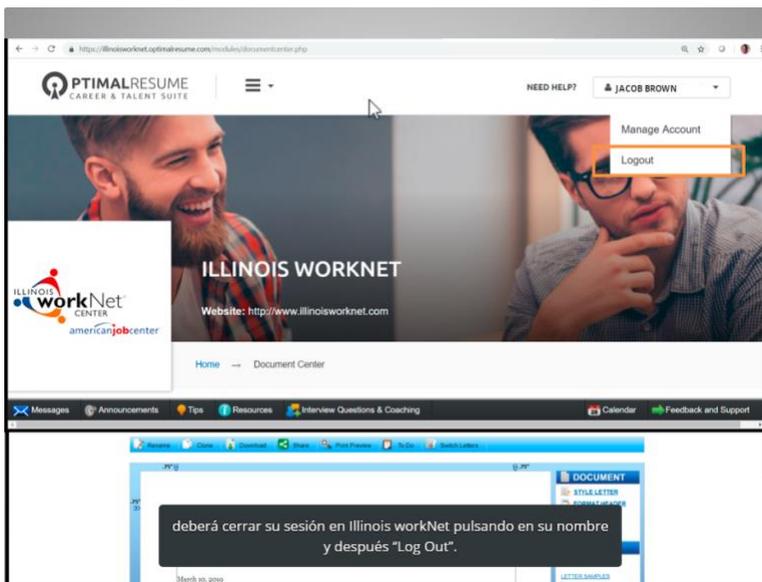
Before Jacob leaves the library, he needs to sign out from Illinois workNet to keep his information secure. He signs out by clicking on his name, and then on "Sign Out".
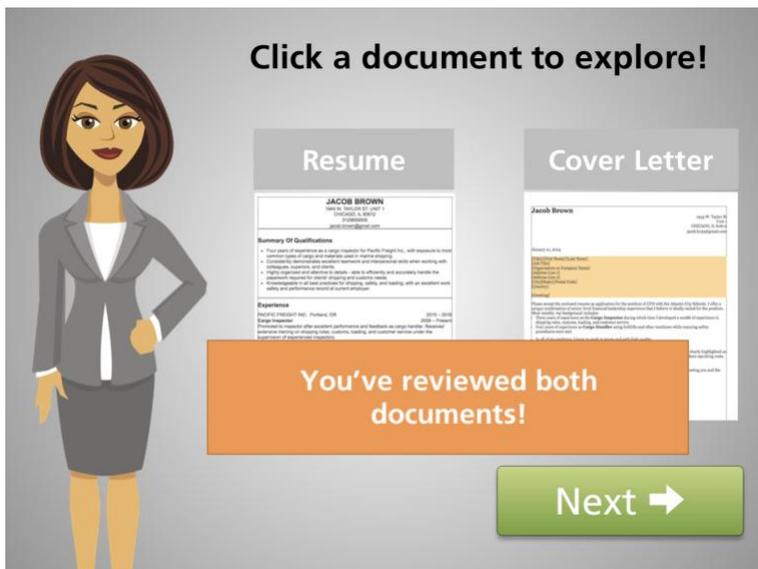
With these two documents, Jacob is ready to start searching and applying for jobs.

If you need more help creating your resume or cover letter, you can visit local organizations that provide job search help.

Jacob has completed the preparation steps. He is now ready to search and apply for jobs.