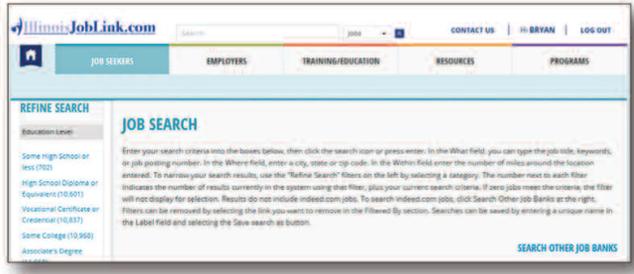




## Job Search



- In the “What” field, type the job title, keywords, or job posting number;
- In the “Where” field, enter City and State or Zip Code;
- In the “Within” field, enter the number of miles around the location entered in the “Where” field;
- Use the “Refine Search” on the left-side of the page to filter search results. The numbers next to each filter indicates the number of results currently in the system using that filter, plus your current search criteria;
- Filters can be removed by selecting the link you want to remove in the “Filtered By” section;
- Searches can be saved by entering a unique name in the “Label” field and selecting the “Save Search As” button;
- To search outside of **IllinoisJobLink.com**, click “Search Other Job Banks” link.

## How do I prevent my resume from expiring?

From your “My Home Page,”

- Click the link, “My Resumes,”
- Click the date link next to “Expires,” and
- Enter the number of days for your resume to remain active (the maximum number of days you can select is 99) and click “Update Resume.”



### Check the Benefits

- No cost to users.
- Internet based access available 24/7.
- Robust search engine for better job matches.
- Email notifications of job matching, hiring fairs, workshops, seminars and webinars.

For questions email

**[DES.IJLSysAdmTech@illinois.gov](mailto:DES.IJLSysAdmTech@illinois.gov)**



IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the office manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TTY: (888) 340-1007.

Note: The information in this brochure is subject to change anytime. For the latest information, visit the IDES website at [www.ides.illinois.gov](http://www.ides.illinois.gov).

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State of Illinois  
Department of Employment Security



## What is IllinoisJobLink.com?

**IllinoisJobLink.com** is a robust, dynamic and comprehensive, web-based workforce development system for job seekers, employers, training providers and workforce professionals with realtime data. For job seekers, it features job matching, resume creation and career management tools and resources.



## How do I create an account?

- Go to [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com).
- Click on the tab, “Job Seekers” and click “Create a Job Seeker Account”.
- Answer **all** questions on the “New Account Creation Page.”

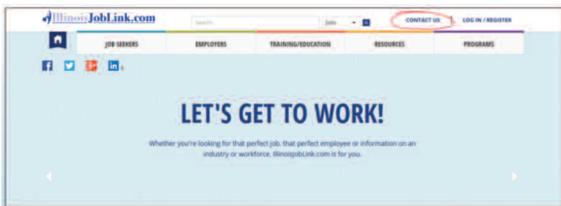


## What if I already have an account?

Do not create a new account. Enter your username and password in the log in section of [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com). If you cannot remember your username or password, click



the link, “Forgot Username or Password”. Click the link, “Contact Us” for more help on username and password retrieval.



## Create/Upload Resume



- Answer **all** questions on the “New Resume” page.
- Create a resume or upload your existing resume.  
The file must be a Microsoft Word, Microsoft WordPad or LibreOffice Writer document. **A PDF cannot be uploaded.**
- At the bottom of the “New Resume” page, click “Create Resume”.

If you have uploaded a resume you will be asked to select talents, tools and technologies, and work activities for your work wanted. After doing so, your resume will be complete.



If you do not have a resume to upload, click “Create Resume” after completing the “New Resume” page and use the Resume Builder to complete steps 1-11.

When you get to Step 11 “Review/Edit Selections”, select whether you want to display the “Objective Statement” or “Summary of Qualifications” on your resume. You may edit the objective statement or summary of qualifications. Be sure to edit the sample text placeholders and remove the [ ] brackets before finishing your resume.

▶ Resume Preview

STEP 1  
▶ Resume Overview  
▶ Select Occupation - Work Wanted

STEP 2  
▶ Address Book

STEP 3  
▶ Work Experience

STEP 4  
▶ Education

STEP 5  
▶ Honors and Awards

STEP 6  
▶ Licenses and Certifications

STEP 7  
▶ Other Information

STEP 8  
▶ Military Service

STEP 9  
▶ Commercial Driver's License

STEP 10  
▶ References

STEP 11  
▶ Review/Edit Selections

\* Sharp and creative **Engineering** with expert knowledge of the principles involved in the production of precision **technical plans, blueprints, drawings, and models**

Select the check boxes next to the information you would like to include on this resume. When you are finished, click Save and Continue at the bottom of the page to proceed to the Resume Suggestions page. After doing so, your resume will be complete.

Once your resume is complete, it will be active and viewable by employers.

**MY RESUMES**

- Here you can manage your resumes or click **Create Another Resume** to start building a resume or to upload one you have created in Microsoft Word. To update your job preferences related to an existing resume, click the resume title.
- Click **Edit Selections** to view or edit the information that will be included on your resume. To finish an incomplete resume, click the resume title to add your job search preferences; then click **Incomplete** to add more detail or select the information that will be included on the resume.
- You can create as many resumes as you want; new resumes will be added to this page. You will be able to edit, print or save a copy of your resume to your computer.
- Click the **Expires** date link for a resume to make it active, inactive or to set the number of days it will remain active. To replace an uploaded resume, click **Upload**.
- Click **View Options** for links to edit your job preferences or to search for jobs matching the work wanted on your resume or to delete the resume.
- To print a resume, click the resume title, then click the **Preview Resume** link at the top of the sidebar on the left side of the Resume Overview page. On the Resume Preview page, click the **Print/Download PDF** link to view the resume in PDF format and use the Adobe print icon to print the resume.

▶ **forklift opt. - spotter driver**  
Created: 1989-02-10 | Updated: 2016-05-03 | Expires: **2016-08-18**  
Selections: Edit Selections | Views: 161

View Options

Create Another Resume