

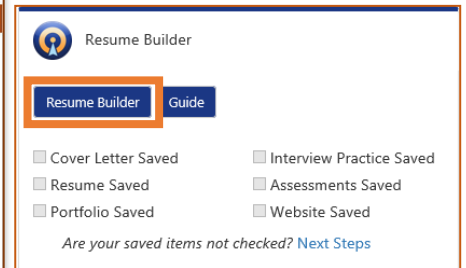
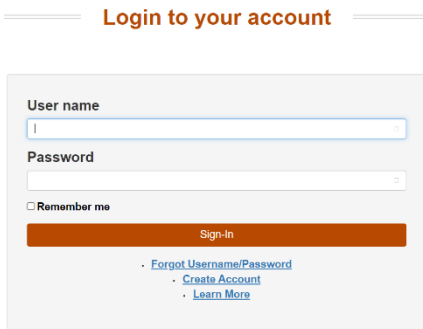
This quick start guide will walk you through the steps to get started with the Illinois workNet Resume Builder.

Visit the [Prepare Your Resume](#) page on Illinois workNet to learn what a resume is and how to use it.

1. Go to www.illinoisworknet.com and click "Login" in the header.

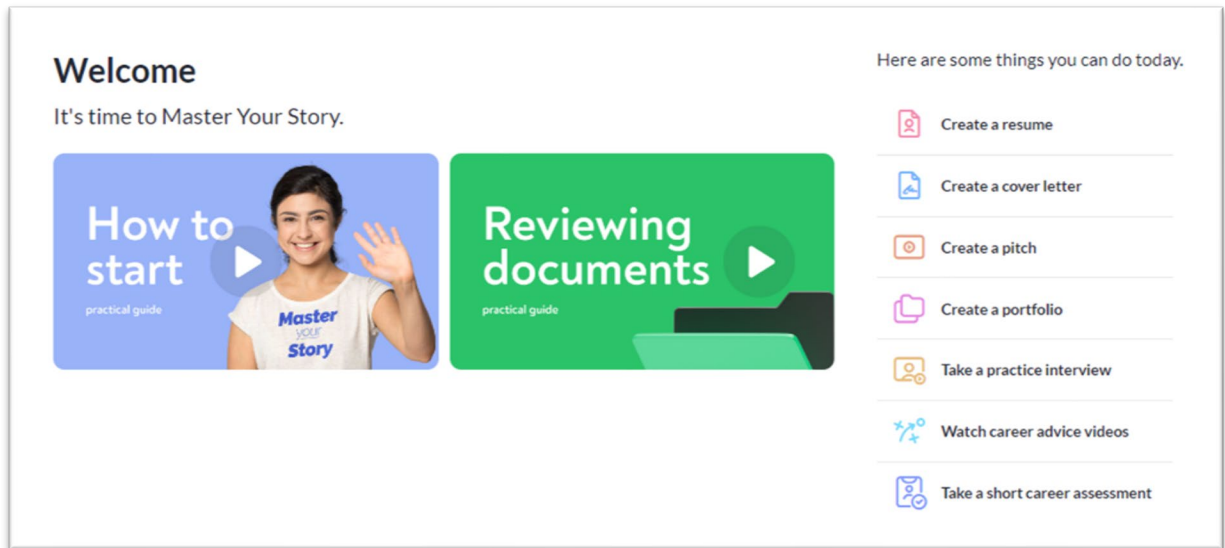


2. Login with your username and password. Using the My Dashboard toolbar, select "Resumes" **or** on the My Dashboard dropdown, click on "Dashboard" and then select the "Resume Builder" option. As you begin completing items in the resume builder your dashboard will update to identify which items you have completed.



3. The first time you use the Resume Builder, you will accept the Terms of Use and complete your profile; make sure both your full name and contact information are correct so employers have access to email or call you.
4. Now you can select to:
 - a. Create or Manage Your Resumes.
 - b. Create or Manage Your Cover Letters.
 - c. Create or Manage Your Elevator Pitches.
 - d. Create or Manage Your Portfolios.
 - e. Create or Manage Your Interviews.
 - f. Watch Career Advice Videos.
 - g. Take a Short Career Assessment.

Make sure to browse Sample Resumes as well!



Visit the article [Resume Builder Tool on Illinois workNet](#) to learn more about each of these features. Articles on each of these topics include instructional handouts and tutorial videos.

Go to the Qualify for Jobs and select [Marketing Your Skills](#) for more information to help you create your resume.

Scan the QR Code below to get started on your resume:



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