



**Office of Workforce &
Community Initiatives**

MoJobs Resume Navigation Guide

OWCI Guide for navigating
the Resume

Where to go and how to get there

Start by opening the center column folder labeled *My Individual Plans > Employment Plan Profile >* then select *Resumes*.

The screenshot shows the MoJobs interface. At the top, there are navigation icons for Dashboard, Accessibility, Mail, Calendar, Profile, Home, and Sign Out. Below these is a status bar indicating 'Currently Managing: JOBSEEKER, JOHNNY - Service Tracking: OFF'. The main header is 'Programs Tab' with a sub-header 'Use this folder to manage application information for the selected Individual.' and links for '[Assist an individual | Staff Services | Individual Portfolio]'. On the left is a sidebar with 'Quick Search' and 'Other Staff Services' including Labor Market Services, Assistance Center, Staff Online Resources, Staff Online Courseware, Geographic Solutions, and Community Site. The main content area is divided into three columns: 'My Individual Profiles' (Personal Profile with sub-items like General Information, Background, Activities, Paths, Memo, Documents, Search History Profile, Self Assessment Profile, Communications Profile), 'My Individual Plans' (Employment Plan Profile with sub-items like **Résûmés**, Job Contacts, Saved Jobs, Online Application, Virtual Recruiter, Training Plan Profile with Classroom Training, Online Training, Benefits Plan Profile with Workforce Innovation and Opportunity Act (WIOA), Trade Adjustment Assistance (TAA)), and 'Staff Profiles' (General Profile with Summary, Case Notes, Activities, Documents (Staff), Identity Issues, Case Management Profile with Case Summary, Programs, Plan, Assessments, Report Profile). A red arrow points to the 'Résûmés' link in the Employment Plan Profile section.

The following screen will look like this:

The screenshot shows a navigation bar with five tabs: 'Résûmés' (selected), 'Job Contacts', 'Saved Jobs', 'Online Application', and 'Virtual Recruiter'. A question mark icon is visible in the bottom right corner.

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 180 days are set to Expired and are not displayed to employers. [Reactivate expired résumés here](#). You can extend expiration date of an active résumé by pressing the gear icon on that résumé and selecting Extend Expiration link.

The screenshot shows a filter dropdown set to 'View active résumés' and a sort dropdown set to 'Last Modified Date' with a sort icon.

1 of 14

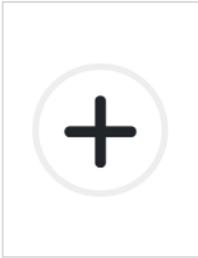
The screenshot shows two items in a list. The first is a large plus sign in a circle labeled 'Add Résumé' with the text 'Upload or Build a résumé.' The second is a résumé card for 'Johnny1' with the text 'Active Online', 'Modified on 11/8/2024', and 'Expires on 05/07/2025'. A gear icon is visible in the top right corner of the résumé card.

[Tips on preparing your résumé](#) | [Cover Letter](#) | [Reactivate Expired Résumés](#)

On this screen there are a variety of different tools available to both participants and case managers. For the purpose of this document we will focus on creating a new resume. This can be done by uploading a previously created resume or creating one from scratch using the MoJobs Resume Wizard.

Resume Builder

Begin by selecting the large plus (+) sign above the “Add Resume”.



Add Résumé

Upload or Build a résumé.

Here you will have the following three options: to upload a resume file, edit a previous existing MoJobs resume or create one from scratch. Select whichever option fits the scenario of the participant. For the purpose of this guide, we are going to select “I don’t have a resume”.



Résumé Builder

Use the Résumé Wizard to quickly find the best option for your résumé needs, or look at all the Résumé Builder choices to pick one on your own. If you've applied for unemployment insurance benefits, you MUST complete the Résumé Builder process. This will help staff match your skills and job preferences with available job openings. If you have filed a claim for unemployment insurance benefits, you are REQUIRED to complete the résumé builder process. The information gathered during this process will also allow staff to match your experience and work preferences to job openings.

▼ Résumé Wizard

Please answer a few questions to better help us understand how you want to get your résumé ready.



I have a résumé file to upload

I have an existing MoJobs résumé

I don't have a résumé

The next screen will give you multiple options, which are shown below. Select whichever option best serves you and the participant. If no assistance is needed creating the resume feel free to select “I’m comfortable doing it myself”.

▼ Résumé Wizard

Please answer a few questions to better help us understand how you want to get your résumé ready.



I would like help creating my résumé

I'm comfortable doing it myself

Back

▼ Review all Résumé Builder Options



Upload a Résumé

Quick Upload

Upload and extract key information from a résumé (supported formats e.g. .DOC, .PDF, HTML, RTF) to build a new résumé.

🕒 2 - 23 minute(s) estimated minute(s) estimated

Upload Wizard

Offers the same functionality as Quick Upload but allows you to review each section to edit the scanned information using the step-by-step process.

🕒 5 - 23 minute(s) estimated minute(s) estimated



Build a New Résumé

Quick Build

Build your résumé using your background information, skip the step-by-step process.

🕒 2 - 23 minute(s) estimated

Build Wizard

Build your résumé using a wizard with a step-by-step process.

🕒 5 - 23 minute(s) estimated



Duplicate a Résumé

Copy a Résumé Already in MoJobs

Build a new résumé from a previously entered résumé (quickest).

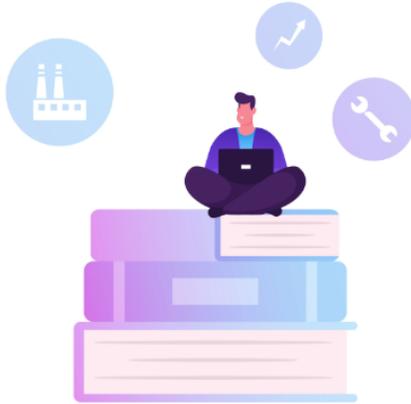
🕒 1 minute(s) estimated

Start Résumé

For the purpose of this guide, we are going to select “I would like help creating my resume”.

▼ Résumé Wizard

Please answer a few questions to better help us understand how you want to get your résumé ready.



Build Wizard

🕒 5 - 10 minute(s) estimated

Build your résumé using a wizard with a step-by-step process.

Back

Start Résumé

After making the selection needed, click “Start Resume”.

Back

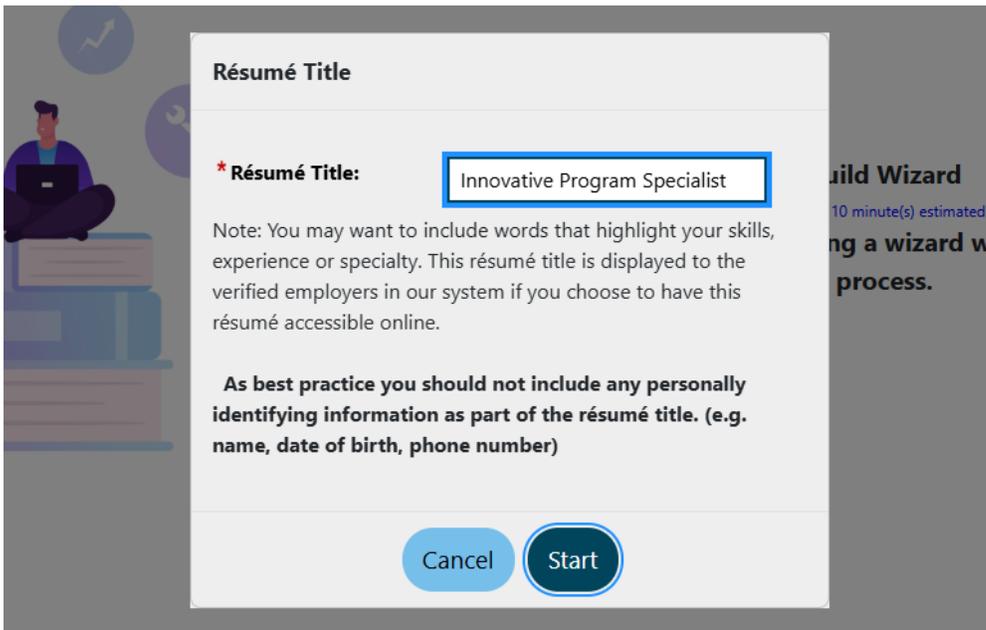
Start Résumé

First, you will be prompted to give the resume a title as shown below.

A screenshot of a dialog box titled "Résumé Title". It features a text input field with a red asterisk and the label "Résumé Title:". Below the field is a note: "Note: You may want to include words that highlight your skills, experience or specialty. This résumé title is displayed to the verified employers in our system if you choose to have this résumé accessible online." Below the note is a bolded instruction: "As best practice you should not include any personally identifying information as part of the résumé title. (e.g. name, date of birth, phone number)". At the bottom of the dialog are two buttons: "Cancel" and "Start".

Enter the best fitting title for the resume that is being created and click “Start”.

***Pro tip:** Make sure to use resume best practices for this process. A few examples of resume titles could include: “Marketing Manager”, “Experienced Truck Driver”, “Licensed Practical Nurse”, and “Innovative Program Specialist”.



Next, select the availability of the resume. This is something that can be changed at the end of the process, so if you're unsure know that it can be changed.

Résumé Availability

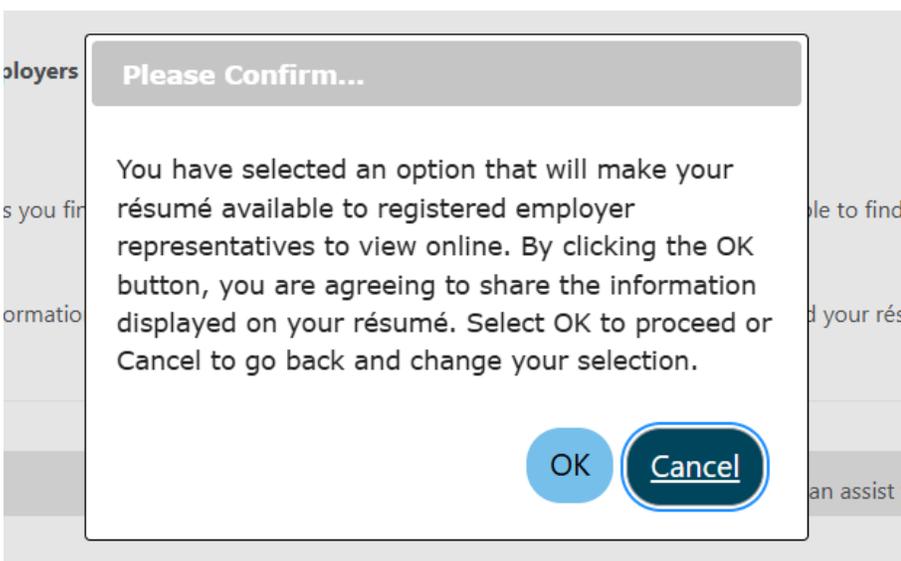
- Yes, my résumé will be available online for employers to view.
- No, my résumé will NOT be available online.

If you select No you will still be available to apply for jobs you find online using your resume. However, verified employers will not be able to find your résumé. This is the quicker option but employers will not be able to find you.

If you select Yes you will be required to provide some information about your job requirements so that verified employers can easily find your résumé.



If you select "Yes", you will be prompted to confirm on the following screen, as shown below. Select "Ok" to confirm and move to the next screening.



The next screen will take you into the *Resume Builder*.

Employer Search Items

Résumé Builder



To sort on any column, activate a column title.

Desired Location	Action
Boone County, Callaway County, Cole County	Edit

Update background information with the selected location

<< Back

Next >>

Based on the information that is entered in the profile of the participant, the “Desired Location” should auto populate. This can be adjusted by selecting “Edit”. Then the following screen will load and the location where the resume will be seen can be adjusted.

Desired Location



[Missouri Statewide](#)



[A specific County \(or specific Counties\)](#)



[Zip](#)

<< Back

It can be adjusted by statewide, a specific county or counties in Missouri, or by zip code with a specified radius. Once you select the option that fits the needs of the participant, you will be returned to the *Resume Builder* screen.

Once returning click “Next”.

This screen allows you to select the occupation the participant desires to have. If the desired occupation is not listed in the dropdown bow, select the blue “Search for an Occupation” hyperlink to be directed to ONET where you can select the correct 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.

Administrative Services Managers

[\[Search for an Occupation \]](#)

Update background information with desired occupation

[View Labor Market Information for Administrative Services Managers](#)

<< Back

Next >>

Once the occupation is selected, click “Next”.

Desired Salary

* Desired Salary: ANY/NEGOTIABLE

Update background information with desired salary

[Cost of Living Comparison](#) | [View Labor Market Wage Rates for Administrative Services Managers](#)

<< Back

Next >>

This screen allows to adjust the desired salary the participant is looking for.

***Pro tip:** A resume with the “Any/Negotiable” salary choice selected, will result in more options. Not only in participants searches but also for employer searches.

Then click “Next”.

Desired Job Type

Profile	Desired Employment	FT / PT	Shift(s)	Days Available	Action
You have no records					

Add New Profile

<< Back

Next >>

Here you will have the option to “Add New Profile” or select a previous profile to display on the resume page. For the purpose of this guide we are going to select “Add New Profile”.

The following screen will populate:

Desired Job Type

Profile	Profile	Desired Employment	FT / PT	Shift(s)	Remote Work / Work at Home	Relocation		Default Profile	Action	Display on Résumé	
Profile 1	Profile 1	Regular	FT	Day	Mon, Tue, Wed, Thu, Fri	Not Willing to Relocate		Not Willing to Remote Work/Work at Home	✓	Edit Delete	⦿

Add New Profile

<< Back

Next >>

Then click “Next”.

Fill in the information regarding the participants driver’s license:

Driver's License Information

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

Issued Outside the United States

* State Issued:

* Driver's License Type:

Driver's License Class:

- 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. Holders of a Class A license may also, with any appropriate endorsements, operate all vehicles within Class B and C)
- 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. (Holders of a Class A license may also, with any appropriate endorsements, operate all vehicles within Class C)
- 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. (A holder of a Class A, B or C license may drive all vehicles which may be driven by a holder of a Class E or Class F license)
- Private Vehicle class (Class F)
- Chauffeur License (Class E) - Any motor vehicle driven for employment purposes that fits any of the following criteria: carries 14 passengers or less, transports property or goods, belongs to another person or company, or has a gross vehicle weight rating (GVWR) of 26,000 lbs. or less and doesn't carry hazardous materials.

Driver's License Endorsements:

- Air Brakes
- Hazardous Materials
- Tankers
- Passenger Vehicles
- School Bus
- Double and Triple Trailers
- No Endorsements

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

* Do you rely on public transportation? Yes No

<< Back

Next >>

Once that is all entered, click “Next”.

The final screen for this tab asks questions that pertain to the participant’s abilities that are searchable from the employer side. Answer the three questions and click “Next”.

Security Clearance

What is your current security clearance?

Languages and Proficiency

Language	Proficiency	Action
No data available for this item.		

Add a new Language

Typing Speed

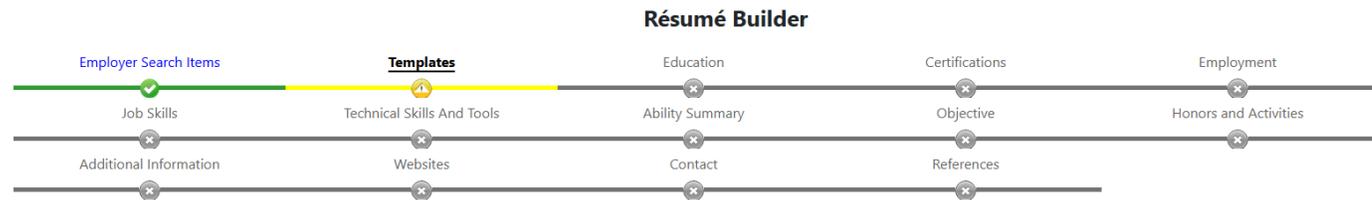
Typing Speed

<< Back Next >>

Templates

This tab within the Resume Builder allows you to modify the way a resume looks from an employer side. You can create a resume using templates that are already in place in the system or create your own. You have the ability to adjust the resume sections, the resume format and the format within a specific section.

When you first get to this section, here is what your screen will look like:



Résumé Layout Templates

Current Template:

Résumé Sections Résumé Format Section Specific Format

These are the sections that will display on your résumé in the order shown. You may reorder the sections by dragging the button on the left column of each item in the list. You may choose to show/not show a section by checking/unchecking the check box, and you may change the default section header by updating the text in the user-defined title text box. To view other résumé formatting for this template, click on one of the tabs above.

Reorder résumé sections by clicking and dragging up or down the image in the far left column

↑ ↓	Display	Section	User-Defined Title
	<input checked="" type="checkbox"/>	Contact Information	Contact Information

To select different templates, click on the drop-down box next to “Current Template.” The drop-down options will appear, and you are able to choose a different template like shown below. If you created templates in the past, these should show in this drop-down box.

Current Template: Chronological - System Template

Résumé Sections

- Chronological - System Template
- Functional - System Template
- Federal Resume (not official) - system template
- Upload - System Template
- Custom Template -709006
- Custom Template -1170742
- template
- Template 1 - System Generated

These are the sections checking/unchecking

Reorder résumé sections by clicking and dragging up or down the image if

To adjust other details of the resume, select from the three smaller tabs labeled “Resume Sections”, “Resume Format”, and “Section Specific Format”.

Current Template: Chronological - System Template

Résumé Sections | **Résumé Format** | **Section Specific Format**

In the first tab, “Resume Sections”; you can add or remove different sections that can be visible to employers. To add or remove, click the check boxes on the left side.

Résumé Sections | **Résumé Format** | **Section Specific Format**

These are the sections that will display on your résumé in the order shown. You may reorder the sections by dragging the button on the left column of each item in the list. You may choose to show/not show a section by checking/unchecking the check box, and you may change the default section header by updating the text in the user-defined title text box. To view other résumé formatting for this template, click on one of the tabs above.

Reorder résumé sections by clicking and dragging up or down the image in the far left column

Display	Section	User-Defined Title
<input checked="" type="checkbox"/>	Contact Information	Contact Information
<input checked="" type="checkbox"/>	Objective	Objective
<input checked="" type="checkbox"/>	Ability Summary	Ability Summary
<input checked="" type="checkbox"/>	Employment History	Employment History
<input checked="" type="checkbox"/>	Education History	Education History
<input checked="" type="checkbox"/>	Occupational Licenses, Certificates and Training	Occupational Licenses, Certificates and Training
<input checked="" type="checkbox"/>	Honors and Activities	Honors & Activities
<input checked="" type="checkbox"/>	Additional Information	Additional Information
<input checked="" type="checkbox"/>	Detailed References	Detailed References
<input type="checkbox"/>	Résumé Free Text	Résumé Free Text

The second tab, “Resume Format”; allows you to adjust the section titles, the body, the headers, and the formatting of each of those sections and the information held within them.

Résumé Layout Templates

Current Template: Chronological - System Template

Résumé Sections Résumé Format Section Specific Format

* indicates required fields.

All Résumé Section Titles

- * Title Alignment: Left
- * Title Size: 12 - medium
- * Title Font: Arial
- * Title Font Style: Bold
- * Title Underline: Yes No

All Section Bodies

- * Body Alignment: Left
- * Body Size: 10 - small
- * Body Font: Arial
- * Body Font Style: None
- * Sub Headers Font: Arial
- * Sub Headers Font Style: Bold

The third tab, "Section Specific Format"; allows adjustments to be made for the specific sections within the resumes.

Résumé Sections Résumé Format Section Specific Format

* indicates required fields.

Contact Section Only

- * Contact Alignment: Center
- * Contact Size: 10 - small
- * Contact Font: Arial
- * Contact Font Style: None

Employment History Section Only

* Employment Dates Show: Yes No

* Employment History Display Order:

* Employment Date Format:

* Employment Date Align:

* Employment Descriptions Show: Yes No

* Employment Descriptions Indent: Yes No

* Employment Occupations Show: Yes No

* Show Employment Type: Yes No

Education History Section Only

* Education Dates Show: Yes No

* Education History Display Order:

* Education Date Format:

* Education Date Align:

* Education Descriptions Show: Yes No

Certification History Section Only

* Certification Dates Show: Yes No

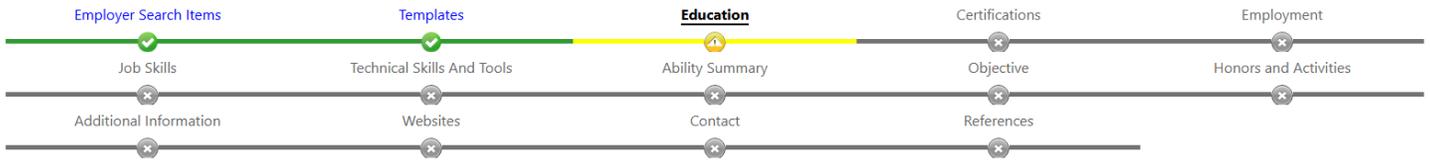
* Certification History Display Order:

Once you have completed these sections select “Next” at the bottom of the screen. You also have the option to “Skip this Step” if these sections do not apply.

Education

The next section is “Education.” Enter all education history for the participant. If you have a participant that has completed multiple levels of education, add each one individually.

Résumé Builder



* indicates required fields.

Education History

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:**

* **Course of Study:**

Educational Program Classification: [Select Educational Program Classification](#)

* **Issuing Institution:**

City:

State / Province (of Institution):

Country (of Institution):

Are you Currently Attending this School? Yes No

Total Sem/Clock Hours Completed: hrs.

Date Format:

Start Date: (mm/yyyy)

(MM/DD/YYYY)

Completion Date: (mm/yyyy)

(MM/DD/YYYY)

Comments:

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.
Keyboard shortcut F10, toggles between editor toolbar and edit field.

Once completing, click “Next”. You will be taken to the main “Education” tab. If you have a participant that has completed multiple levels of education, select “Add a new Education History” and repeat the same process as above. You will have the option to select which education will be displayed on the resume, to add or remove any of the information, check or uncheck the box on the far-right hand side of the screen under “Display on Resume”.

Education History

Qualification	Issuing Institution	Location	Completion Date	Action	Display on Résumé
High School Diploma	California Academic Academy	MO, US		Edit Delete	<input checked="" type="checkbox"/>

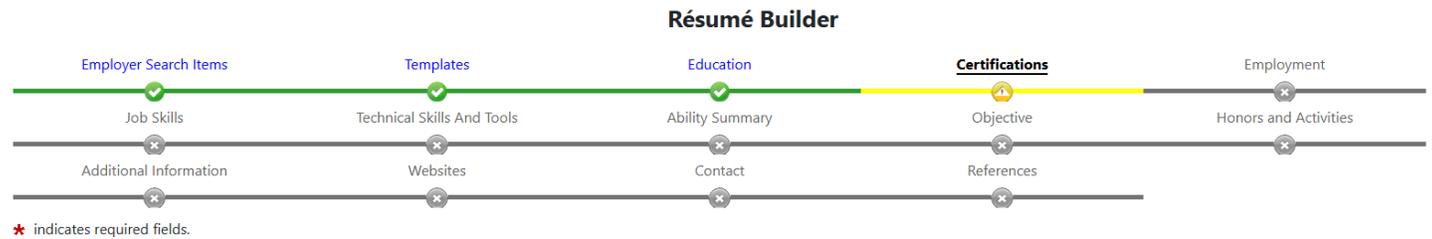
[Add a new Education History](#)

Display Education Dates on this résumé. (Changing this setting for system templates will require a custom template. Displaying education dates could be used to determine candidate age.)

After entering the participant's educational history click "Next".

Certifications

In this section, enter any and all occupational licenses, certifications and/or trainings:



Occupational Licenses, Certificates and Training

* **Certificate / License:**

* **Issuing Organization:**

Certificate Number:

Certification/License Type:

* **Completion Date:** (mm/yyyy)

Expiration Date: (mm/yyyy)

City:

* **State:**

* **Country:**

If your participant does not have any applicable information for this section, scroll down and select "Skip this Step".

<< Back

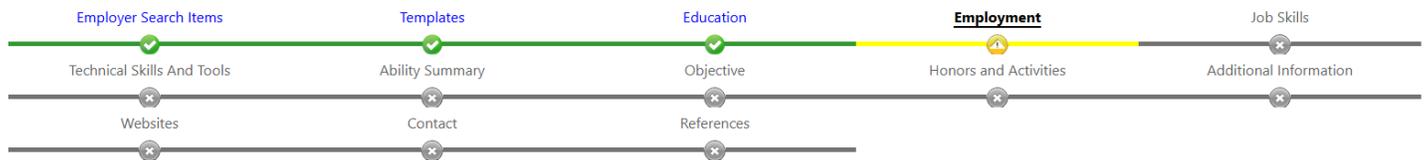
Next >>

Skip this step >>

Employment

In this section, enter all pertaining employment history for the participant. If your participant does not have any applicable information for this section, scroll down and select "Skip this Step",

Résumé Builder



* indicates required fields.

Employer

* **Employer Name:**

* **Country:**

Address:

Address 2:

* **Zip Code:**

* **City:**

* **State:**

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:**

Occupation

[[Search for an occupation](#)]

* **Occupation title:**

Occupation code:

Position

* **Type of employment:**

* **Full or part-time:**

Gross Salary:

Salary is based upon:

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

Currently Employed

* **Reason for Separation:**

Additional information on reason for separation:

(120 characters max)

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

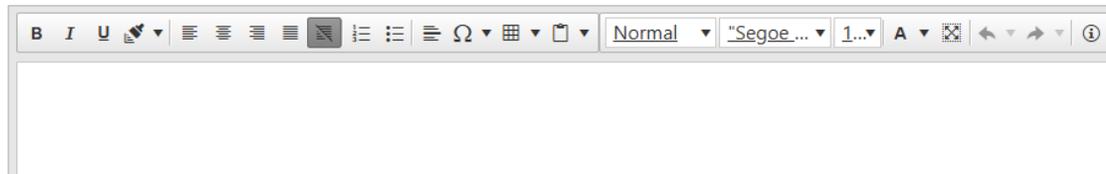
Duration of Job: 0 Year(s) 0 Month(s) 0 Day(s)

*** 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.

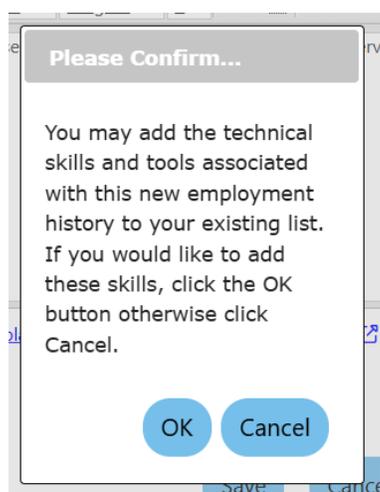
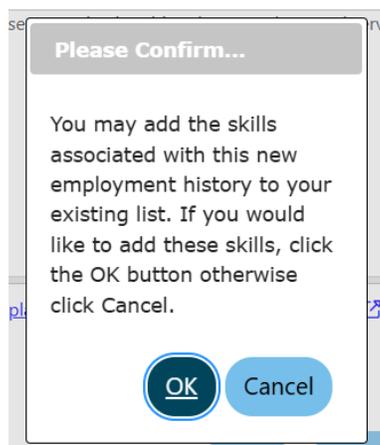
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Keyboard shortcut F10, toggles between editor toolbar and edit field.



***Pro tip:** When listing out job duties, list them in order of most specific to you and most important. All broad duties should be listed towards the end.

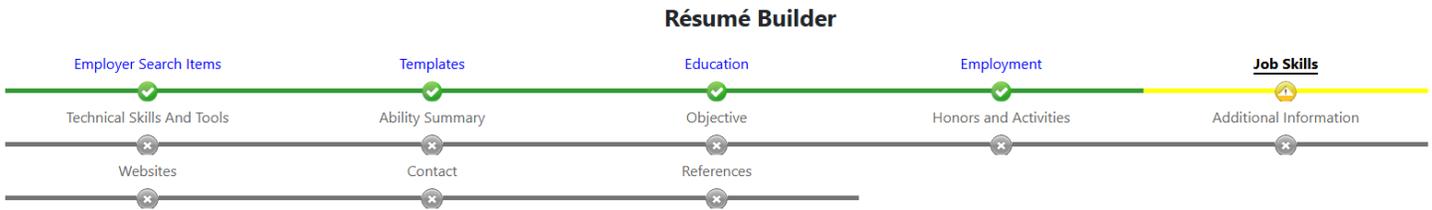
Once you are finished select “Save”, after this selection two confirmation pop ups will appear one after the other. They both pertain to adding skills associated with the occupations selected to the current resume. Select “Ok”, this will help further in the application.



If your participant does not have any applicable information for this section, scroll down and select “Skip this Step”, otherwise choose “Next”.

Job Skills

Here are where the two pop ups from the previous screen come into play. You will add jobs skills the participant has. If you selected “ok” to adding the skills in the “employment tab”, all of the skills associated with the occupational codes chosen will auto populate here.



Like many of the previous screens, you have the ability to add or remove different skills within the “Select” column.

Job Skills

Skills	Select
Account For Or Dispense Funds	<input checked="" type="checkbox"/>
Adhere To Safety Procedures	<input checked="" type="checkbox"/>
Advise Clients On Financial Matters	<input checked="" type="checkbox"/>
Advise Clients Or Customers	<input checked="" type="checkbox"/>
Advise Families With Household Problems	<input checked="" type="checkbox"/>
Analyze Biological Research, Test, Or Analysis Data	<input checked="" type="checkbox"/>
Analyze Financial Information To Project Future Revenues Or Expense	<input checked="" type="checkbox"/>
Analyze Scientific Research Data Or Investigative Findings	<input checked="" type="checkbox"/>
Appraise, Evaluate, Or Inventory Real Property Or Equipment	<input checked="" type="checkbox"/>

To add skills that are not listed, scroll to the bottom and select “Modify Skills”.

Modify Skills

<< Back

Next >>

Choose the categories that are applicable, scroll through the sections and select the skills that are relevant:

Select Your Job Skills

Job Skill Categories

General Skills (23)	Computers & Mathematics (3)	Construction (1)	Education & Social Services (19)	Entertainment & Media (4)
Financial Services (24)	Agriculture & Wildlife (0)	Healthcare (9)	Legal & Protective Services (3)	Management & Office Services (12)
Science & Engineering (26)	Service & Sales (11)	Skilled Trades (3)	Transportation (0)	

Subcategories for the skill group Education & Social Services

Counseling (1)	Education - Administration (0)	Education - Classroom (2)
Library (0)	Museums & Anthropology (0)	Religion & Funeral (1)
Social Services (14)	Training (1)	

Counseling Skills	Select
Analyze Psychological Testing Data	<input type="checkbox"/>
Counsel Individuals With Personal Problems	<input checked="" type="checkbox"/>
Decide Which Psychological Tests To Administer To Clients	<input type="checkbox"/>
Develop Psychological Tests, Rating Scales, Or Related Material	<input type="checkbox"/>

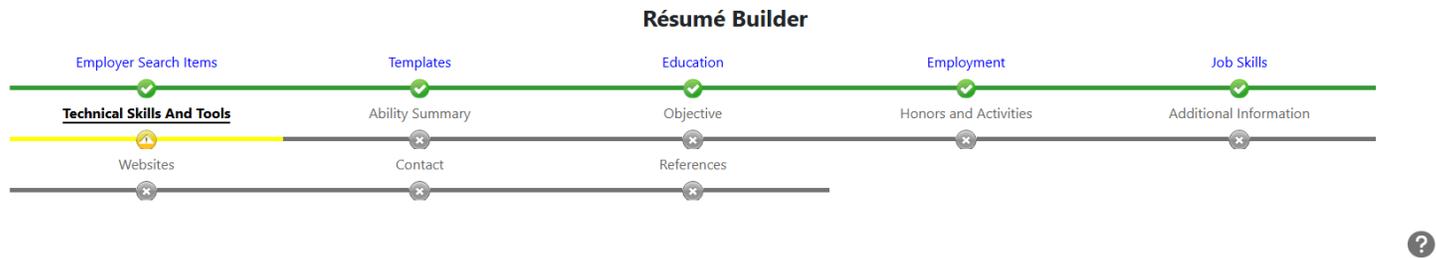
Once all the skills are selected, scroll to the bottom and select “Save Skills and Continue”.

Save Skills and Continue

This will bring you back to the main screen, where you will scroll to the bottom and select “Next”.

Technical Skills and Tools

Like the previous section, this section is also skills, but it is specific to “Technical Skills and Tools”.



Current Technology

Technology	Commodity Title	Select
1099 ProsSoftware	Tax preparation software	<input checked="" type="checkbox"/>
Ab Initio	Enterprise resource planning ERP software	<input checked="" type="checkbox"/>
Accountants Templates JAZZ-It!	Enterprise resource planning ERP software	<input checked="" type="checkbox"/>
Accounting compliance software	Compliance software	<input checked="" type="checkbox"/>
Accounting fraud detection software	Financial analysis software	<input checked="" type="checkbox"/>
Accounting software	Accounting software	<input checked="" type="checkbox"/>

The format in this section is very close to that of the previous one. You can add or remove different skills within the “Select” column. To add skills that are not listed, scroll to the bottom and select either “Add tools and technology by keyword” OR “Add tools and technology by occupation”.

Add tools and technology by keyword

Add tools and technology by occupation

For this guide, we are going to select “Add tools and technology by occupation”. The following screen will populate, and you will need to select or search the specific occupation you are seeking.

[Occupation Quick Search](#)
[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

Keyword Search [Reset](#)

- Architecture and Engineering Occupations
- Arts, Design, Entertainment, Sports, and Media Occ
- Building and Grounds Cleaning and Maintenance Occu
- Business and Financial Operations Occupations
- Community and Social Service Occupations
- Computer and Mathematical Occupations
- Construction and Extraction Occupations
- Educational Instruction and Library Occupations
- Farming, Fishing, and Forestry Occupations
- Food Preparation and Serving Related Occupations
- Healthcare Practitioners and Technical Occupations
- Healthcare Support Occupations
- Installation, Maintenance, and Repair Occupations
- Legal Occupations
- Life, Physical, and Social Science Occupations
- Management Occupations**
 - Administrative Services Managers o
 - Advertising and Promotions Managers ↗
 - Architectural and Engineering Managers ↗
 - Biofuels Production Managers ↗

Technology for the selected occupation

Technology	Commodity Title	Select
Corel WordPerfect Office Suite	Office suite software	<input type="checkbox"/>
Financial accounting software	Accounting software	<input type="checkbox"/>
Microsoft Dynamics	Enterprise resource planning ERP software	<input type="checkbox"/>
Microsoft Word	Word processing software	<input type="checkbox"/>
Microsoft PowerPoint	Presentation software	<input type="checkbox"/>
Presentation software	Presentation software	<input type="checkbox"/>
Corel QuattroPro	Spreadsheet software	<input type="checkbox"/>
IBM Lotus 1-2-3	Spreadsheet software	<input type="checkbox"/>
Microsoft Excel	Spreadsheet software	<input type="checkbox"/>
Microsoft Publisher	Desktop publishing software	<input type="checkbox"/>
Blackbaud The Raiser's Edge	Customer relationship management CRM software	<input type="checkbox"/>

Once you have added all the necessary skills and tools, scroll to the bottom and select “Add these tools and technology.”

Add these tools and technology

This will bring you back to the main screen, where you will scroll to the bottom and select “Next”.

Ability Summary

In this section, summarize the participants abilities. These should be different than skills listed.



Ability Summary

Enter a summary of your abilities and include any key skills below:
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.
Keyboard shortcut F10, toggles between editor toolbar and edit field.

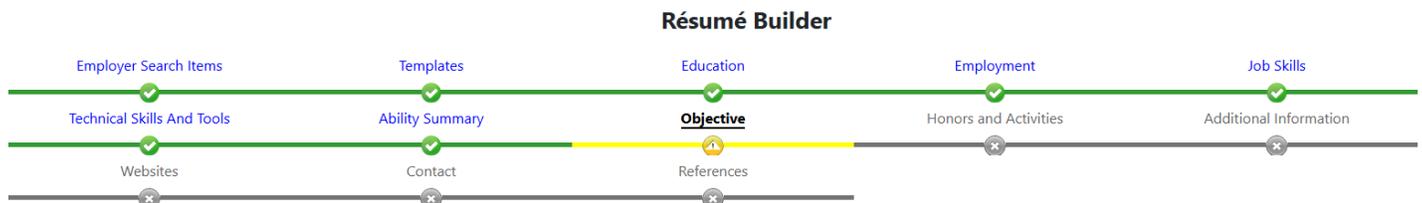
The image shows a rich text editor with a toolbar at the top. The text inside the editor reads: "Hard working, highly motivated team player."

***Pro tip:** When listing out abilities, list them in order of most specific and most important. This is a good space to highlight specialized abilities.

Once this is completed, click “Next”.

Objective

This section is meant to summarize what the participant is looking for in a few short sentences. This section is shown at the top of the resume when viewing.



Objective

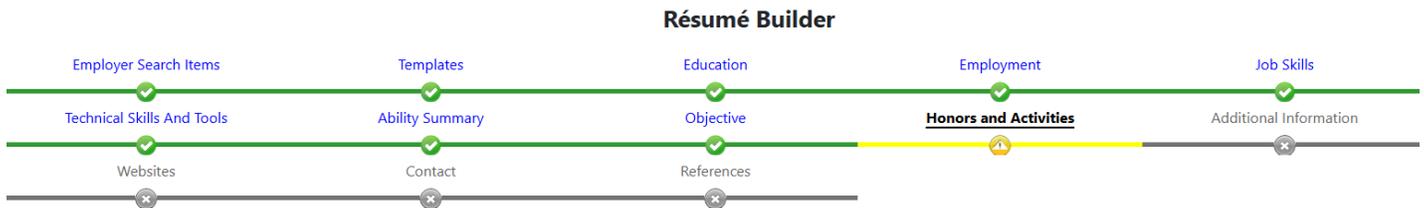
Enter your objective and desired goals below:
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.
Keyboard shortcut F10, toggles between editor toolbar and edit field.

The image shows a rich text editor with a toolbar at the top. The text inside the editor reads: "Obtain sustainable employment that aligns with my personal and professional goals, while making an impact on my community."

If your participant does not have any applicable information for this section or does not want an objective, scroll down and select “Skip this Step”, otherwise choose “Next”.

Honors and Activities

Enter any honors and/or extra-curricular activities that are relevant:



Honors and Activities

Enter your honors and activities below:

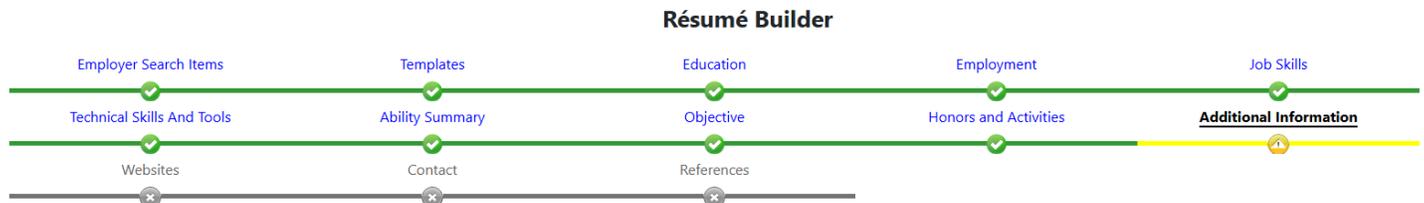
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.
Keyboard shortcut F10, toggles between editor toolbar and edit field.

The screenshot shows a text editor with a toolbar at the top. The text inside the editor reads: "Several speech, debate, and journalism awards in both high school and college. Belonged to the college photography club."

If the participant does not have any applicable information for this section, select "Next".

Additional Information

Enter any other additional information that is relevant:



Additional Information

Enter any additional information below:

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.
Keyboard shortcut F10, toggles between editor toolbar and edit field.

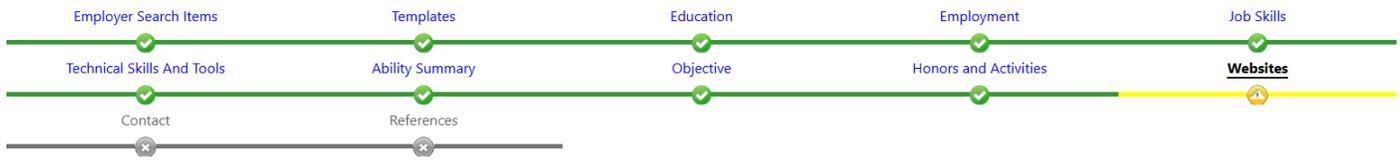
The screenshot shows a text editor with a toolbar at the top. The text area is empty.

If the participant does not have any applicable information for this section, select "Skip this Step", otherwise choose "Next".

Websites

In this section, participants have the ability to enter any pertinent websites to showcase. An example for this would be a LinkedIn profile.

Résumé Builder



* indicates required fields.

Your Websites

Website	Type
No records found	

Add New Website

<< Back

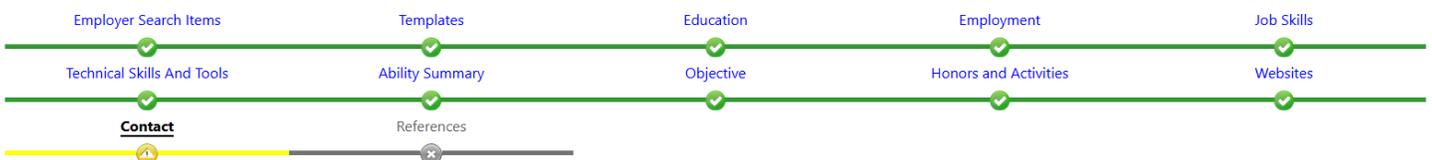
Next >>

If the participant does not have any applicable information for this section, select “Skip this Step”, otherwise choose “Next”.

Contact

Most of the information on this tab will be auto populated from information entered in the applications or in the summary page. Ensure the participant’s information is correct then click “Next”.

Résumé Builder



Name

* First Name:

M.I.:

* Last Name:

Preferred Name:

Residential Address

* Are you homeless? Yes
 No

* Country:

Address Line 1 :

Address Line 2:

* Zip Code:
[Find zip code](#)

City:

* State:

County / Borough / Parish:

Mailing Address

Check if mailing address is same as residential address

* Country:

Address Line 1 :

Address Line 2:

* Zip Code:

City:

* State:

Phone Numbers

* Primary Phone: - -

* Phone Type:

Alternate Phone: - -

Phone Type:

Fax: - -

E-mail Address

Primary E-mail:

erica.young@dhewd.mo.gov

[Create E-mail Account](#)

[Read Our E-mail Security Policy](#)

The e-mail address entered has been verified as being from a valid e-mail provider.

Images

Profile Picture	Page Position
No records found	

[\[Add New Image \]](#)

Check the box for each item that you want to appear on this résumé

- | | |
|---|--|
| <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> Residential Address |
| <input checked="" type="checkbox"/> Primary Phone | <input type="checkbox"/> Mailing Address |
| <input checked="" type="checkbox"/> Alternate Phone | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Fax | <input checked="" type="checkbox"/> Allow Employers to email me through the system |

[\[Manage your Websites \]](#)

Displaying your cell phone number as your primary phone on your résumé could result in getting text messages from employers. Normal text messaging rates will apply.

WARNING: Always be on the look out for job scams! [Learn more about Job Scams](#)

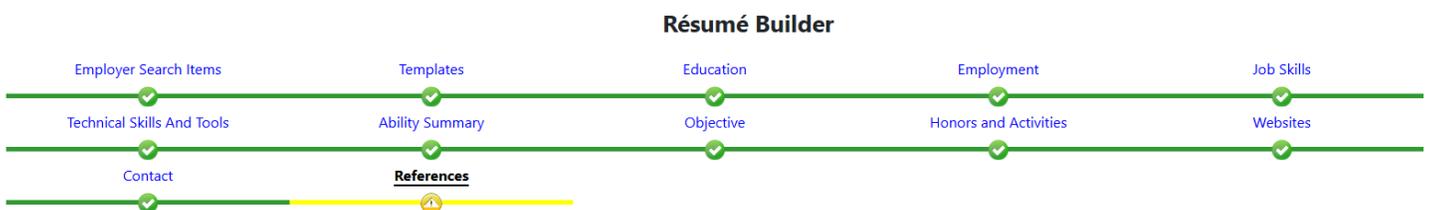
<< Back

Next >>

Pro tip: Avoid uploading any photos in your resume, these can lead to possible discrimination.

References

The final page in the resume builder is the references tab. Enter any references the participant has. They can be a personal, supervisory, or business reference.



Detailed References

Name	Phone	Employer	Reference Type
You have no records			

Display "References Available on Request" on this résumé

Add New Reference

Select "Add New Reference" and fill out the information below. Only the information with the red asterisk is required and will be displayed on the resume.

Detailed References

Reference Name

* First Name:

* Last Name:

Reference Company Information

Employer Name:

Job Title:

Reference Contact Address

Address 1:

Address 2:

City:

State:

Zip:

[Find Zip Code](#) 

Reference Contact Phone Number

Phone: - - Extension

Reference Email Address

Email:

Reference Information

* Reference Type:

* Number of Years Known:

Once you are finished select "Save", after this a confirmation pop up. Select "Ok".

Please Confirm...

Phone numbers and email addresses entered here for your references will appear on résumés if your résumé has included the reference section. Click OK if you wish to keep this contact information or Cancel if you wish to edit this information.

If the participant does not wish to include “References” on their resume, check the “Display “References Available on Request” on this resume” on the main tab.

Display “References Available on Request” on this résumé



Add New Reference

Once the information is entered, select “Finish”.

Finish

MoJobs will take a moment to load, then the resume will generate, and you will be directed to the resume screen. This looks like:

Creative Program Specialist

Last Modified: 3/24/2025, 4:45:37 PM

Created: 3/24/2025, 8:07:19 AM

Résumé #: 1743191

Start Tour

System Résumé Searchable Items

87% Complete Online

Template: Template 2 - System Generated

JOHNNY JOBSEEKER
12345 Forrest Drive, Maryville, MO 64468
Phone: (573) 694-9538
Email: erica.young@dhewd.mo.gov

Objective
Obtain sustainable employment that aligns with my personal and professional goals, while making an impact on my community.

Ability Summary
Hard working, highly motivated team player.

From here you are able to view the completed resume and make any adjustments that are necessary. On this screen you can also create a copy, print, email, download and delete the resume using the below icons.

JOHNNY JOBSEEKER
12345 Forrest Drive, Maryville, MO 64468