



**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's a navigation bar with icons for Dashboard, Accessibility, Mail, Calendar, Profile, Home, and Sign Out. Below this, a status bar indicates 'Currently Managing: JOBSEEKER, JOHNNY - Service Tracking: OFF'. The main content area is titled 'Programs Tab' and includes a 'Pin' icon and a description: 'Use this folder to manage application information for the selected Individual.' There are three links: '[Assist an individual | Staff Services | Individual Portfolio]'. The interface is divided into three columns. The left column has a 'Quick Search' bar and a list of 'Other Staff Services' including Labor Market Services, Assistance Center, Staff Online Resources, Staff Online Courseware, Geographic Solutions, and Community Site. The middle column is titled 'My Individual Profiles' and lists various profile categories like Personal Profile, Search History Profile, Self Assessment Profile, and Communications Profile. The right column is titled 'My Individual Plans' and lists various plan categories like Employment Plan Profile, Training Plan Profile, and Benefits Plan Profile. A red arrow points to the 'Resumes' link under the 'Employment Plan Profile' category. The far right column is titled 'Staff Profiles' and lists various profile categories like General Profile, Case Management Profile, and Report Profile.

The following screen will look like this:

The screenshot shows a navigation bar with five tabs: 'Resumes', 'Job Contacts', 'Saved Jobs', 'Online Application', and 'Virtual Recruiter'. The 'Resumes' tab is currently selected and highlighted in dark blue.

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.

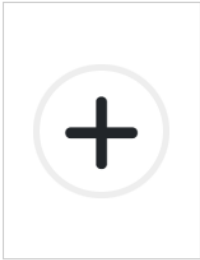
The screenshot shows the résumé management interface. At the top, there's a pulldown menu set to 'View active résumés'. Below it, there's a 'Sort' button set to 'Last Modified Date'. The interface shows '1 of 14' résumés. On the left, there's a large plus sign icon with the text 'Add Résumé' and 'Upload or Build a résumé.' On the right, there's a preview of a résumé for 'Johnny1', which is 'Active Online', 'Modified on 11/8/2024', and 'Expires on 05/07/2025'.

[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”.



Pin

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.

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Start Résumé

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

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Start Résumé

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

Résumé Title

* **Résumé Title:**

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.

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)

Cancel 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”.

Résumé Title

* **Résumé Title:** Innovative Program Specialist

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.

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)

Cancel Start

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.

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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.

Please Confirm...

You have selected an option that will make your résumé available to registered employer representatives to view online. By clicking the OK button, you are agreeing to share the information displayed on your résumé. Select OK to proceed or Cancel to go back and change your selection.

OK Cancel

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

Employer Search Items

Résumé Builder

Employer Search Items

Job Skills

Additional Information

Templates

Technical Skills And Tools

Websites

Education

Ability Summary

Contact

Certifications

Objective

References

Employment

Honors and Activities

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](#)

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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

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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 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 ☐ Flexible 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

Desired Travel

Are you willing to travel?

None Selected

Percentage of time you are willing to travel:

0 %

Relocation/Remote Work/Work at Home

* Are you willing to relocate?

None Selected

* Are you willing to work remotely or Work at Home?

None Selected

Description

Any additional information about the type of job you desire:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Font Size, Font Family, Paragraph Style, Undo, Redo, and a text area below.

[\[Text Templates \]](#) | [Insert General Sample Text](#) | [Clear Text](#) |

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Next >>

Once completed, click “Next” and you will return to the previous screen.

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

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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

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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?

No Clearance

Languages and Proficiency

Language	Proficiency	Action
No data available for this item.		
Add a new Language		

Typing Speed

Typing Speed

20 + wpm

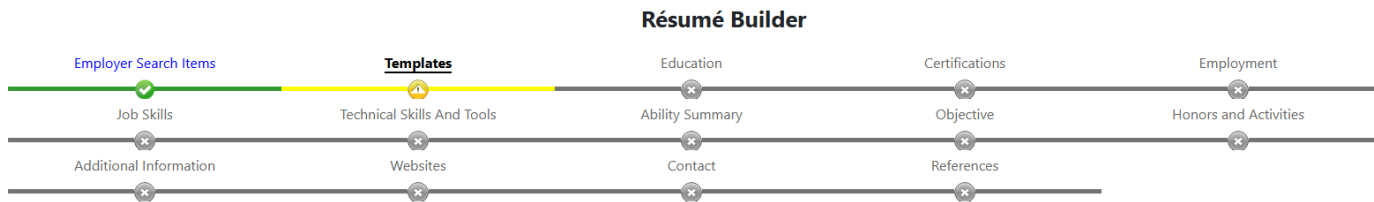
<< Back

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: Chronological - System Template

Résumé SectionsRésumé FormatSection 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 in

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:

Most Recent Employment First ▾

* Employment Date Format:

MM/YYYY ▾

* Employment Date Align:

Left ▾

* 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:

Most Recent Education First ▾

* Education Date Format:

MM/YYYY ▾

* Education Date Align:

Left ▾

* Education Descriptions Show: ☒ Yes ☐ No

Certification History Section Only

* Certification Dates Show: ☒ Yes ☐ No

* Certification History Display Order:

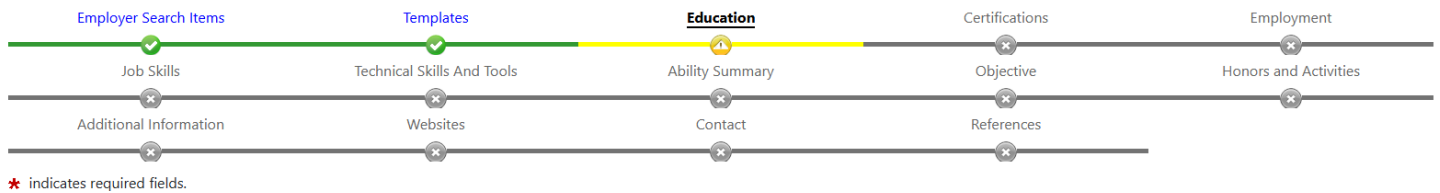
Most Recent Certification First ▾

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



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

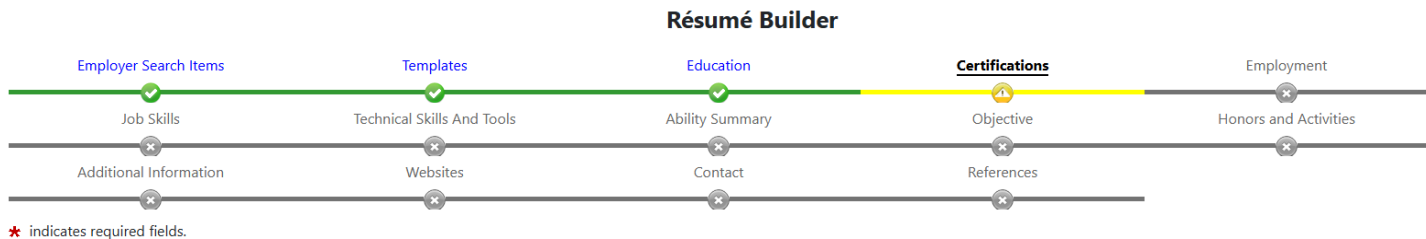


☐ Display Education Dates on this résumé. (Changing this setting for system templates will require a custom template. Displaying education dates could be used to determine candidate age.)

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:

Expiration Date:

City:

* State:

* Country:

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

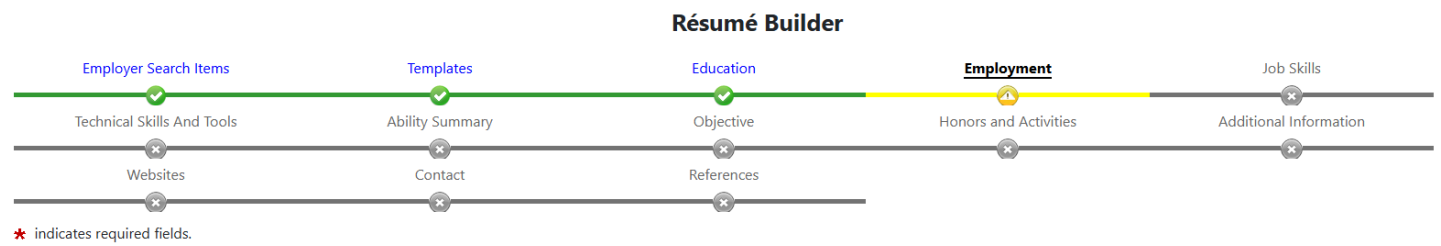
<< Back

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”,



Employer

* Employer Name:

* Country:

United States

Address:

Address 2:

* Zip Code:

* City:

* State:

None Selected

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:

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

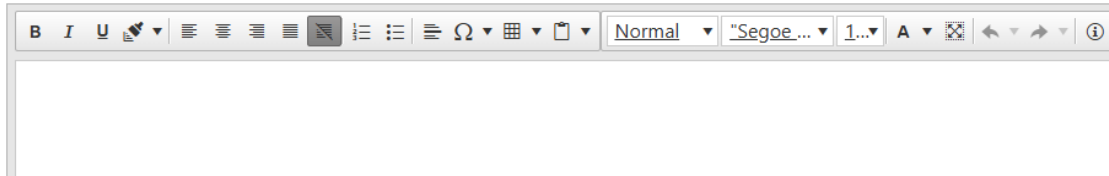
Duration of Job: 0 Year(s) 0 Month(s) 0 Day(s)

* 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.

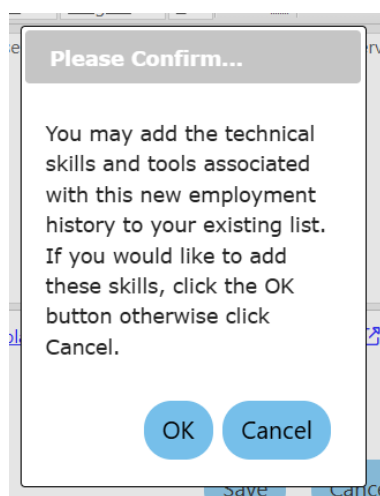
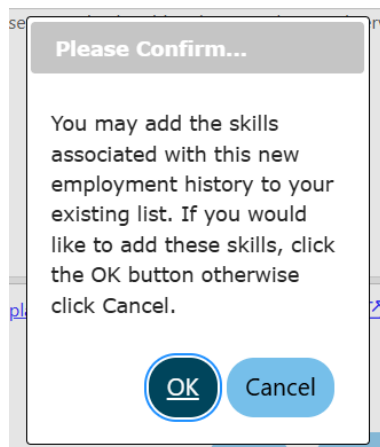
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

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.

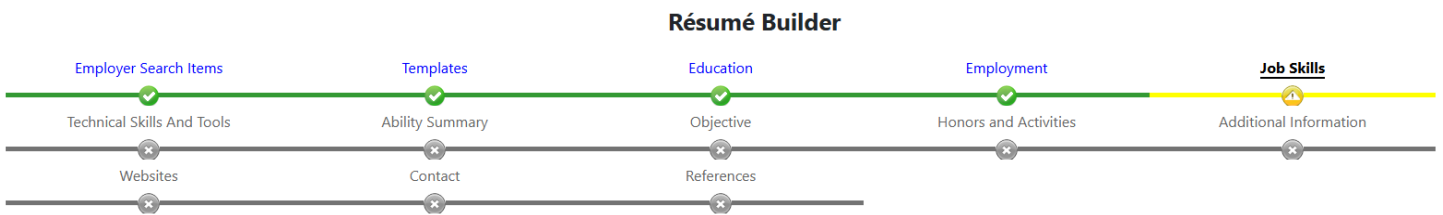
Once you are finished select “Save”, after this selection two confirmation pop ups will appear one after the other. They both pertain to adding skills associated with the occupations selected to the current resume. Select “Ok”, this will help further in the application.



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"/>

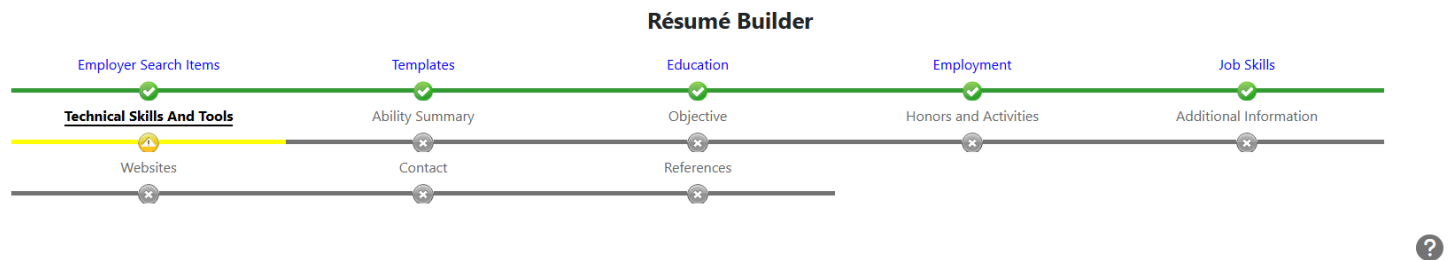
Once all the skills are selected, scroll to the bottom and select “Save Skills and Continue”.

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

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

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"/>

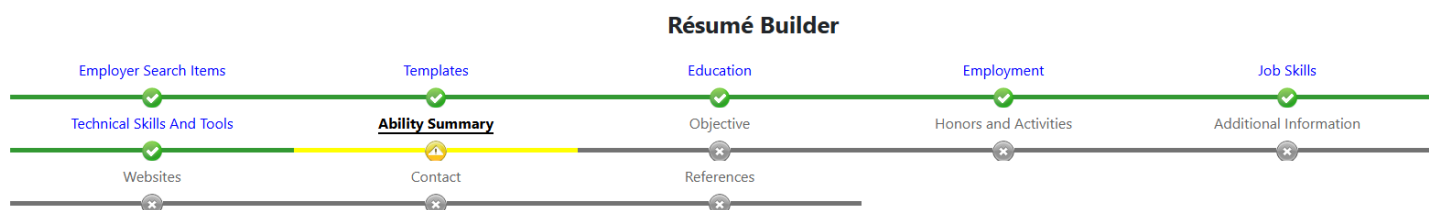
Once you have added all the necessary skills and tools, scroll to the bottom and select “Add these tools and technology.”

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.

B *I* U

Normal "Segoe..." 1... A

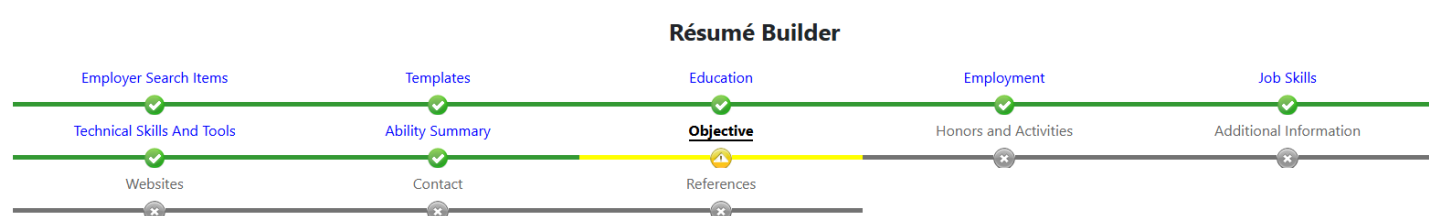
Hard working, highly motivated team player.

***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.

B *I* U

Normal "Segoe..." 1... A

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:

Résumé Builder

The progress bar consists of four horizontal lines. The top line is green and contains five green checkmarks, each above a label: 'Employer Search Items', 'Templates', 'Education', 'Employment', and 'Job Skills'. The second line is green and contains three green checkmarks above the labels 'Technical Skills And Tools', 'Ability Summary', and 'Objective'. The third line is yellow and contains a yellow warning icon above the label 'Honors and Activities'. The fourth line is grey and contains three grey 'X' marks above the labels 'Websites', 'Contact', and 'References'. The label 'Additional Information' is positioned to the right of the yellow section of the third line.

Section	Status
Employer Search Items	Completed
Templates	Completed
Education	Completed
Employment	Completed
Job Skills	Completed
Technical Skills And Tools	Completed
Ability Summary	Completed
Objective	Completed
Honors and Activities	In Progress
Additional Information	Not Started
Websites	Not Started
Contact	Not Started
References	Not Started

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.

B I U

Normal Segoe... 1... A

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:


Résumé Builder

Section	Status
Employer Search Items	Complete
Technical Skills And Tools	Complete
Websites	Not Complete
Templates	Complete
Ability Summary	Complete
Contact	Not Complete
Education	Complete
Objective	Complete
References	Not Complete
Employment	Complete
Honors and Activities	Complete
Job Skills	Complete
<u>Additional Information</u>	Not Complete

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 interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, table, code, undo, redo, and help). Below the toolbar is a large, empty text area with a light gray background and a thin border.

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

Employer Search Items

Technical Skills And Tools

Contact

Templates

Ability Summary

References

Education

Objective

Employment

Honors and Activities

Job Skills

Websites

* 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

Employer Search Items

Technical Skills And Tools

Contact

Templates

Ability Summary

References

Education

Objective

Employment

Honors and Activities

Job Skills

Websites

Name

* First Name:

JOHNNY

M.I.:

J

* Last Name:

JOBSEEKER

Preferred Name:

Residential Address

* Are you homeless?

- ☐ Yes
☒ No

* Country:

United States ▼

Address Line 1 :

12345 Forrest Drive

Address Line 2:

* Zip Code:

64468

[Find zip code](#) 

City:

Maryville

* State:

Missouri ▼

County / Borough /
Parish:

Nodaway County ▼

Mailing Address

☐ Check if mailing address is same as residential address

* Country:

United States ▼

Address Line 1 :

12345 Forrest Drive

Address Line 2:

* Zip Code:

64468

City:

Maryville

* State:

Missouri ▼

Phone Numbers

* Primary Phone:

573 - 694 - 9538

* Phone Type:

Cell/Mobile Phone ▼

Alternate Phone:

- -

Phone Type:

None Selected ▼

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](#).

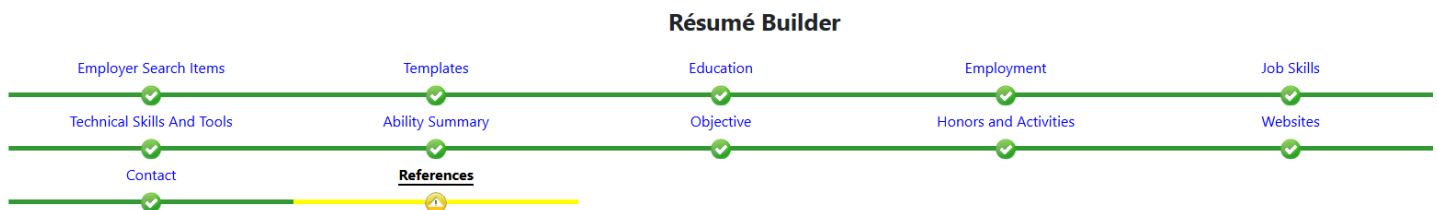
<< Back

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:

Save

Cancel

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.

OK

Cancel

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

Copy Print Email Download Delete

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

Copy Print Email Download Delete

