

# Welcome

- Please Sign In to the Chat box and let us know you have joined us
- If you are unable to log in you may call in to the conference line 1-877-820-7831 and mute your phone
- You can use the Chat box for questions that will be answered after today's session.

# Uploading a Resume - Copy & Paste

Workforce Board Service Strategies

July 30, 2020

Ellyn Corley and Maria Esparza  
Program Specialist, WIOA & Employment Services



Page Displays > Navigation Menu >> Manage Individuals >> Assist an Individual

- > Quick Assist: Select individual from drop dropdown menu > Click Assist
- > General Criteria: Enter individual identifying information

Click the “Search” hyperlink

The screenshot shows the navigation menu of the WORKinTEXAS.com system. The 'Manage Individuals' link is highlighted with a red box. A dropdown menu is open, showing 'Assist an Individual' also highlighted with a red box. Other links in the dropdown include 'Create an Individual', 'One Case Note to Multiple Individuals', and 'Enter the M...'. The main menu includes 'Quick Search', 'My Staff Workspace', 'Services for Workforce Staff', 'My Staff Dashboard', and 'My Messages'.

The screenshot shows the 'Quick Assist' and 'General Criteria' sections of the system. The 'Quick Assist' section displays a message: "You have saved Individual item(s) in [My Search Lists](#)." Below this, it states "Here are the 25 most recent individuals you assisted:" and shows a dropdown menu with "WATERS, CAROL (millends00)" selected and an "Assist" button. A navigation bar at the bottom of this section contains links for "[ Top | Search | Bottom ]". The 'General Criteria' section contains several input fields for identifying an individual: "Individual Username:", "Individual User ID:", "State ID Number:", "First Name:", "Last Name:", and "SSN (last 4 digits):". There are also radio buttons for "Starts with these #s" and "Matches exactly", with "Matches exactly" selected.

Page Displays >> To Create a Individual Resume >> (there are two Pathways)

From Navigation Menu >> Services for Workforce Staff >> Manage Resumes >>  
Create a Resume

From Navigation Trees >> My Individual Plans >> Employment Plan Profile >> Resumes

## Navigation Menu

+ Services for Workforce Staff

[Manage Individuals](#)

[Manage Employers](#)

[Manage Résumés](#)

[Manage Job Orders](#)

[Manage Labor Exchange](#)

[Manage Activities](#)

[Create a Résumé](#)

[Search for Résumés](#)

[Match Résumés to a Job](#)

[Candidate Referrals](#)

**General Criteria**

## Navigation Trees

My Individual Profiles

Personal Profile

General Information

Background

Activities

Paths

Memo

Documents

Search History Profile

Self Assessment Profile

Communications Profile

My Individual Plans

Employment Plan Profile

Résumés

Job Applications

Online Application

State Application Templates

Virtual Recruiter

Employment Strategy

Employment Goals

Training Plan Profile

Benefits Plan Profile

Financial Plan Profile

Staff Profiles

General Profile

Case Management Profile

Case Summary

Programs

Plan

Assessments

Report Profile

## Page Displays >> 'Resume' Folder to manage your list of resumes >> Click on 'Create New Resume'

The screenshot shows the WORKinTEXAS.com user interface. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, Services for Individuals, and Services for Employers. A search bar is located in the top right corner.

Below the navigation bar, the main heading reads: "Use this folder to manage your list of résumés. To create a new résumé, click the Create New Résumé button. Click on a résumé title in the list below to view that résumé. You may also use a résumé to search for jobs by clicking the Search link in the Action column." Below this heading are links for "Assist an individual", "Staff Services", and "Individual Portfolio".

There are three folder icons: "My Individual Profiles", "My Individual Plans", and "Staff Profiles". Below these is a row of tabs: "Résumés" (highlighted in orange), "Job Applications", "Online Application", "State Application Templates", "Virtual Recruiter", "Employment Strategy", and "Employment Goals". An information icon is present next to the "Résumés" tab with the text "For help click the information icon."

A section titled "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:" contains a dropdown menu currently set to "View active résumés". A note below states: "Note: Résumés that have not been modified in over 90 days are set to Expired and are not displayed to employers. Click the Reactivate All Expired Résumés link to update all your résumés to today's date."

A grey bar indicates "0 Records Found". Below this are links for "Tips on preparing your résumé", "Reactivate All Expired Résumés", and "Cover Letter". The "Create new Résumé" button is highlighted with a yellow circle. Below it is a button for "Select another Job Seeker Service".

The footer contains a navigation bar with links for Services, Portfolio, Site Map, Site Search, Page Preferences, and Assistance. Below this are links for Privacy Statement, Disclaimer, Terms of Use, Accessibility, Recommended Settings, EEO, Protect Yourself, About this Site, Contact Us, and FAQ. A "Track Page" link is also present. At the bottom, there are links for Home and Sign Out, and a copyright notice: "Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved."

Page Displays >> Enter a Resume Title (name) >> Click on 'Upload' as the Creation Method >> Click Next



Please enter a résumé name and select a creation method.

\* Indicates required fields.

 For help click the information icon.

If you have filed a claim for unemployment insurance benefits, you are REQUIRED to complete the resume builder process. The information gathered during this process will also allow staff to match your experience and work preferences to job openings.

Please create a resume to complete your registration. We will now take you through the steps of creating a professional resume or job application. Resumes can be placed online making them available to the top employers in your area.

## Résumé Name

\* Résumé Title:

Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this résumé accessible online. Therefore you may wish to omit identifying information.

[Show Résumé Best Practices](#)

## Résumé Creation Method

Comprehensive



Build your résumé using a step-by-step process (create your résumé from scratch).

52.0 min(s) estimated

Upload



Attach an existing Word or .PDF résumé (save time by using your existing résumé).

10 min(s) estimated

Duplicate a résumé in our system



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

2 min(s) estimated

Cancel

Next >>

Page Displays >> 'Resume Availability' >> Indicate whether you want your resume to be available online or not >> Click Next

## Indicate Yes or No



Please indicate whether you want your *résumé* to be available online.

### Résumé Availability

Do you wish your *résumé* to be available online for employers looking to hire you?

- 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*.

<< Back

Next >>

If Yes is selected >> click Ok on the pop-up box that displays

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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

Page Displays >> To Copy and Paste a Resume >> Select the second radio button under 'Content Extraction'

(Copy and Paste my Resume Content) >> Click Next



## Content Extraction

---

Select how you wish the system to access your résumé content:

- Select my résumé file (.doc, .PDF)
- Copy and paste my résumé content.

<< Back

Next >>

[Services](#) [Portfolio](#) [Site Map](#) [Site Search](#) [Page Preferences](#) [Assistance](#)

[Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#) | [Accessibility](#) | [Recommended Settings](#) | [EEO](#) | [Protect Yourself](#) | [About this Site](#) | [Contact Us](#) | [FAQ](#)

[Home](#) [Sign Out](#)

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19.0

**NOTE:** Individual is able to “Upload” their resume from any platform, site, folder or file to WorkInTexas.com.

## Upload - Copy & Paste Version

- To use the ‘Upload - Copy & Paste’ version > when uploading an external resume to the WorkInTexas.com System, individual will Copy their external resume saved on their device and Paste in the ‘Resume Free Text’ box.
  - Place your cursor over external resume and highlight text > click the right mouse button > Select ‘Copy’ > Place your cursor anywhere inside the text box and press the ‘Ctrl’ and ‘V’ keys on your keyboard at the same time to Paste your resume in the free text box

**NOTE:** For best results, Individuals should make sure resume content is updated with correct information **before** Copy & Paste to ‘Resume Free Text’ box

## Page Displays >> Cut & Paste Resume Wizard >> Copy & Paste Resume into the text box below >> Click Next



### Résumé Free Text

#### How to add your information:

- Once you have copied your text, you can paste it into the text box below in one of two ways. You can either place your cursor at the top left corner of the text box, then click the right mouse button and select Paste, or you can place the cursor anywhere inside the text box and press the Ctrl and V keys on your keyboard at the same time.

#### What information can you add:

- Text that you paste will be viewable by employers. Do not enter any information that you would prefer to keep confidential.
- For security reasons we advise that you remove your email address from any text that you are pasting into this résumé. Employers will still be able to contact you via the email address you provided at registration (we will confirm this address after you paste in your résumé). The employer will not initially see your email address. You can then view their job offer and decide whether to respond and provide your actual email address.
- Your originating document may have formatting code that our system could interpret as malicious (such as some types of bullets or symbols). If you have text that you wish to display in a specific format, you may wish to use the External Résumé option which will upload your document as you created it.
- Displaying your cell phone number on your resume could result in getting text messages from employers. Normal text messaging rates will apply.

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

**B** **I** **U** **I<sub>x</sub>** |     |   |

Format - | Font - | Size - | A - |  |  |  |

<< Back

Next >>

Page Displays >> view of ‘Copy & Paste’ resume is displayed aligned to the left side of the text box >> Proof-read and make grammatical corrections in the text box >> Click Next

### View of Resume in Free Text Box

The screenshot shows a web-based resume editor. At the top, there is a toolbar with various text formatting options like bold, italic, underline, and text color. Below the toolbar is a text input area containing the following text:

Sadie Says 1234 Hoptoit Lane Austin, Texas 78778 (512) 263.4567 sadiesays@gmail.com Profile A highly skilled professional with over 20 years of experience in management and supervision, human services and program management, with an emphasis in: Case Management, Performance Analyst, Staff Development, Workforce Development, Work in Texas, Trade Adjustment Assistance, and HUD system requirements and procedures. Experience WORKFORCE SOLUTIONS FOR TARRANT COUNTY; CASE MANAGER/CAREER COUNSELOR, FORT WORTH, TEXAS - 2009 - PRESENT Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act. Completed Intake Eligibility Process for WIA/WIOA A, DW, Youth and TAA Provided in-depth assessments to gather information on the needs of each client, to determine the best way to serve their individual needs, whether job search assistance, through training or both, in order to reach their goals and self-sufficiency Provided information on career industries, LMI information, Work Experience, OJT's, Apprenticeship Programs, and free trainings available to client to help their research in meeting their goals, Developed IEP's for WIA/WIOA client's and REP's for TAA client's to ensure appropriate training and employment goals are met, Followed current directives, policies, and procedures, Tarrant Board, TAA and WIOA, to correctly input all required information into TWIST, and processed all paperwork to include: Support Services, Unilateral Amendments, DeObligations, ITA: Enrollment Vouchers, Planned

At the bottom right of the text area, there is a small orange circle with the number 24 inside, indicating the number of grammatical errors found. A vertical scrollbar is visible on the right side of the text area.

### Proof-reading

way to serve their individual needs, whether job search assistance, through training or both, in order to reach their goals and self-sufficiency Provided information on career industries, LMI information, Work Experience, OJT's, Apprenticeship Programs, and body.

24

[\[ Clear Text \]](#) [\[ Remove All Formatting \]](#)

<< Back

Next >>

Red and green lines may appear is there are grammatical errors counted by the system, the number is displayed in the bottom right corner of the text box. In this case “24” items need to be corrected.

This page allows resume to be proof-read, and updated as needed

## Page Displays > The 'Cut (Copy) & Paste Resume Wizard'



- **Cut (Copy) & Paste Resume Wizard > 'Sections'**

- Resume Extraction > Completed once Resume has been uploaded to WorkInTexas.com
- Employer Search Items > Desired Location, Occupation, Salary, Driver's License, Security Clearance, Language and Proficiency and Typing Speed
- Education
- Certifications
- Employment
- Job Skills
- Technical Skills And Tools
- Contact
- References

## Page Displays > 'Employer Search Items' > Desired Locations

**WORKinTEXAS.com** Please select your desired work location.

**Résumé Upload Builder**

[Resume Extraction](#) | **[Employer Search Items](#)** | [Education](#) | [Certifications](#) | [Employment](#) | [Job Skills](#) | [Technical Skills And Tools](#) | [Contact](#) | [References](#)

To sort on any column, click a column title.

Desired Location	Action
<a href="#">Harris County, Lubbock County, Travis County</a>	<a href="#">Edit</a>

Update background information with the selected location
  Update all résumés with the selected location

[<< Back](#)
[Next >>](#)

**WORKinTEXAS.com** Select county by selecting an area from the dropdown list or clicking on the map below.

For help click the information icon.

Select a specific county (or specific counties) ▼

[Select Multiple Areas](#)

Western Texas [Scroll down to see Eastern Texas](#)

Collin	Denton	Harris	Hill Country
Hartley	Mason	North Texas	Southwest

Travis County ▼

[\[ Select Single Area \]](#)

Harris County  
Travis County

[\[ Clear All \]](#) [\[ Clear Selected \]](#)

[Continue](#)

To add Multiple locations [Select Multiple Areas] > as Area is chosen from dropdown menu it will populate in the box below > several areas may be added >> Click Continue

## Page Displays > ‘Employer Search Items’: (cont.) Employers will use information entered to search for candidates

- Desired Salary > Select Edit to update, add or change any existing information > Click Next
- Select an Occupation > Select Occupation from dropdown menu or Search > Click Next

Desired Job Type									
Profile	Desired Employment	FT / PT	Shift(s)	Days Available	Relocation	Telecommuting	Default Profile	Action	Display on Résumé
<a href="#">Profile 1</a>	Regular	FT	Day	Mon, Tue, Wed, Thu, Fri	Willing to Relocate	Willing to Telecommute	<input checked="" type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="radio"/>
<a href="#">[ Add New Profile ]</a>									
<span style="background-color: #c00; color: white; padding: 5px 15px; border-radius: 10px; margin-right: 10px;">&lt;&lt; Back</span> <span style="background-color: #c00; color: white; padding: 5px 15px; border-radius: 10px;">Next &gt;&gt;</span>									

- Driver’s License Information > Complete all information
- Security Clearance > Use dropdown to update existing information
- Languages and Proficiency > Select Edit to update, add or change existing information
- Typing Speed > Use dropdown to update existing information

**This ends the Employer Search Items section**

**> Click ‘Next’**



## Page Displays >> Education and Training

All education and training shown on the uploaded resume pasted in Free Text box will show in this section.

Click Delete > under 'Action' heading to remove an education from resume

Click Edit > under 'Action' to make any desired changes

Under 'Display on Resume' column > Uncheck box to remove from Resume

Click Next > this will keep existing information and add any additions made.

**NOTE:** Delete > under 'Action' will permanently delete information; where as, unchecking 'Display on Resume' will remove from resume but not delete information permanently.

### Education and Training

Qualification	Issuing Institution	Location	Completion Date	Action	Display on Résumé
<a href="#">2 Years at College or a Technical or Vocational School</a>	Mount Vernon College	Washington, DC		<a href="#">Edit</a> <a href="#">Delete</a>	<input type="checkbox"/>
<a href="#">Vocational School Certificate</a>	Tarrant County College	TX, US		<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">2 Years at College or a Technical or Vocational School</a>	Mount Vernon College	Washington, DC		<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">Vocational School Certificate</a>	Tarrant County College	Fort Worth, TX		<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">2 Years at College or a Technical or Vocational School</a>	Murfreesboro State University	Murfreesboro, TN	1966	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>

[ [Add a new Education History](#) ]

<< Back

Next >>

> **Click 'Next'**

## Page Displays >> Occupational Licenses and Certifications

- Action: Edit or Delete information
- Check box to 'Display on Resume' > Uncheck to remove from resume
- Add a new Occupational License(s) – Certificate(s)

### Occupational Licenses and Certificates

Certificate / License	Issuing Organization	Completion Date	Action	Display on Résumé
<a href="#">Insurance License</a>	Texas Dept of Insurance	04/2018	<a href="#">Edit</a>   <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">Interpersonal Communications</a>	TCC	12/1982	<a href="#">Edit</a>   <a href="#">Delete</a>	<input checked="" type="checkbox"/>

[ [Add a new Occupation License\(s\) - Certificate\(s\)](#) ]

<< Back

Next >>

- Click Next

## Page Displays >> 'Employer'

- This section will show each employer history from the uploaded resume
  - \*Employer: Name, Address, Zip Code, City, State, County
  - \*Job Title: enter your job title while in this position
  - Occupation Title and Code – suggest looking in Occupations – by Group
  - Position: \*Type of Employment, \*Full or Part-time, Gross Salary, Salary is based upon, \*Date you began work, Currently Employed, \*Reason for Separation, Additional information on reason for separation, \*Last day worked, Duration of Job (will auto-populate),
  - \*Job Duties (information from uploaded resume will show as Free Text – this may be updated or not,
  - Click Next when all items are completed for this employer, system will proceed through each employer on the uploaded resume (whether 2 or 10)
  - \* **is required information** and any information not shown on the uploaded resume will have to be completed if required – such as; 'Reason for Separation'
  - When Next is clicked > the box below will display
    - Click OK – You will be prompted twice – once to add skills and a second prompt to add technology and tools associated with this employment history to your existing list
    - Click Cancel to move to next employer without adding skills, technology and tools.

uat-app-vos48000000.geosolinc.com says

You may add the skills associated with this new employment history to your existing list.

If you would like to add these skills, click the OK button otherwise click Cancel.

OK

Cancel

## Page Displays >> Employment History

Click Delete > under 'Action' column to remove employment from resume  
 Under 'Display on Resume' column > Uncheck box to remove from Resume  
 (remove duplicated employment history instead of deleting)

Click Edit > to make any desired changes

This will be the last section to easily edit, delete, or update information

Click Next > this will keep existing information and add any edits.

**NOTE:** Delete > under 'Action' will permanently delete information; where as, unchecking 'Display on Resume' will remove from resume but not delete information permanently.

Employment History					
Company Name	Location	Job Title (Occupation)	Start / End Dates	Action	Display on Résumé
<a href="#">LAURIE CINECIO</a>	Burleson, TX	Sales Representatives, Services, All Other (Sales Representatives, Services, All Other)	10/11/1999 - 12/31/2019	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">WORKFORCE SOLUTIONS FOR TARRANT COUNTY</a>	FORT WORTH, TX	CASE MANAGER/CAREER COUNSELOR (Eligibility Interviewers, Government Programs)	01/01/2009 - 12/31/2016	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">FEASTIVITIES GOURMET-TO-GO MARKET</a>	Fort Worth, TX	EVENTS COORDINATOR/CONSULTANT, BUYER, OFFICE MANAG (First-Line Supervisors of Food Preparation and Serving Workers)	01/01/2000 - 12/31/2011	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">HALLOWEEN USA</a>	FORT WORTH, TX	Store Manager (First-Line Supervisors of Retail Sales Workers)	08/01/2008 - 11/01/2008	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">WEATHERFORD HOUSING AUTHORITY</a>	WEATHERFORD, TX	CASE MANAGER/HOUSING INSPECTOR/ADMIN. ASST (Eligibility Interviewers, Government Programs)	01/01/2006 - 01/01/2008	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">TARGET CORP</a>	FORT WORTH, TX	GUEST SERVICE AND SALES FLOOR TEAM LEAD (First-Line Supervisors of Retail Sales Workers)	01/01/2000 - 01/01/2005	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>
<a href="#">KIMBELL ART MUSEUM</a>	FORT WORTH, TX	MUSEUM SHOP MANAGER (Museum Technicians and Conservators)	01/01/1997 - 01/01/2001	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>

Page  of 1

Rows:

[\[ Add Employment History \]](#)

Allow interested employers to view your salary history and reasons for leaving the jobs displayed on your résumé.

## Page Displays >> Job Skills >> Current Technology & Tools

**Cut & Paste Résumé Wizard**

For help click the information icon.

---

### Job Skills

Skills	Select
<b>Current Technology</b>	
Technology	Select
Accounting software	<input checked="" type="checkbox"/>
Bookkeeping software	<input checked="" type="checkbox"/>

- Job Skills will be listed > these can be unchecked to remove or Click hyperlink to Modify Skills >> Click Next
- Current Technology & Tools will be listed > these can be unchecked to remove or click on hyperlinks to Add tools and technology by keyword or by occupation >> Click Next

# Contact Information

Contact Information > use this page to view, edit or add your Contact Information. (Name, Residential Address, Mailing Address, Email Address) and

Check the box for each item that you want to appear on this resume (Name, Primary Phone, Alternate Phone, Fax, Residential Address, Mailing Address, Email, Allow Employers to email me through the system)

Detailed References > view, edit or add to your References > choose to display on resume, and in what order > or click on box 'References Available Upon Request'

For security reasons, we advise you to remove your address, email, residential & cell phone numbers from your résumé before uploading to WIT. Employers can contact you through WIT's messaging system if you have applied for one of their jobs or if they find your résumé through our résumé search functions.

**Please check the contact methods that a prospective employer may use to contact you. If you do not wish to publish your name, uncheck this option and remember not to include it in the information that you cut and paste.**

**Note: These are the methods by which an online employer can contact you.**

- |   |  |
|---|--|
| <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 type="checkbox"/> Email   |
| <input checked="" type="checkbox"/> Fax             | <input checked="" type="checkbox"/> Allow Employers to email me through the system |

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

<< Back

Finish



## Here is your completed résumé.

To modify a section, click on a *Section Title* (e.g. Objective, Employment History). To change the formatting of this résumé (text size, etc.) or customize the display order of each section, click the Edit Template link.

 For help click the information icon.

Please review your résumé for accuracy before clicking the save button at the bottom of the screen.

Résumé ID	Résumé Title	Résumé Score	Viewable Online by Employers
7018260	<a href="#">Upload Copy Paste</a>	<a href="#">Score Now</a>	<a href="#">Yes</a>
<b>Create Date</b>	7/1/2020 4:52:35 PM	<b>Last Time Modified</b>	7/1/2020 5:52:00 PM

### Résumé Layout Templates

FreeText - System Template ▾

[\[New Template\]](#) [\[Edit Template\]](#) [\[Save As\]](#)

## Résumé

### Resume Free Text

Sadie Says 1234 Hoptoit Lane Austin, Texas 78778 (512) 263.4567 sadiesays@gmail.com Profile A highly skilled professional with over 20 years of experience in management and supervision, human services and program mnagment, with an emphasis in; Case Ma5agement, Performance Analyst, Staff Development, Workforce Development, Work in Texas, Trade Adjustment Assistance, and HUD system requirements and procedures. Experience WORKFORCE SOLUTIONS FOR TARRANT COUNTY; CASE MANAGER/CAREER COUNSELOR, FORT WORTH, TEXAS - 2009 - PRESENT Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act. Completed Intake Eligibility Process for WIA/WIOAA, DW, Youth and TAA Provided in-depth assessments t gather information on the needs of each client, to determine the best way to serve their individual needs, whether job search assistance, through training or both, in order to

Click [\[Edit Template\]](#) to allow customization and formatting of your “Uploaded Copy & Paste” Resume

# View of Score page - Edits can be made to increase the resume score

## Résumé Score Details

**Résumé Title:** Admin. Asst. (QRW) Upload (1 1 2)

**Résumé Last Modified:** 7/13/2020 3:51:00 PM

**Résumé Score:** 64 out of 100

Résumé Score Item	Result	Comments
Provide a strong résumé title	✓	Your résumé title is appropriate.
Use an appropriate résumé length (400 to 700 words)	✗	Your résumé length may not be appropriate. It contains approximately 1 words. Typically this kind of résumé should contain between 400 and 700 words depending on a few factors. If you are a student, new graduate, or an entry-level candidate with less work history you may have low total word counts.
Use correct spelling and grammar	✗	Your résumé contains possible spelling or grammatical errors, or improper use of words. This can cost you an opportunity for an interview and, potentially, a job. The following are possible misspellings: Admin
Do not speak in the first person (do not use "Me, Myself or I")	✓	You effectively avoided speaking in the first person.
Do not over use certain words	✓	You have not overused any words in your résumé.
Include your contact information	✓	Your contact information is complete.
Include your email as a contact method	✓	You have included an email address.
Provide a valid email address	✓	Your email address appears to be valid.
Provide a valid address	✓	You appear to have a valid address.
Include your education history	✗	If you attended college, but did not graduate, include the dates you attended, your major, and how many credits you earned toward your degree.
Include your employment history	✗	If a job requires 20 years of experience, then you'll want to include more than 10 - 15 years of work history on your resume. As well, include positions from earlier in your career that are relevant to the role you are applying for.
Include a résumé summary	✗	Your résumé has no summary. A summary is a list of bullet points display a range of your most impressive achievements. It is a powerful tool designed to satisfy applicant tracking system software and get the attention of the hiring manager.
Include your résumé objective	✗	A résumé objective is often one or two sentences long. The most effective objective is the one that is specific about the position and type of employment desired.
Include your references	✗	Your résumé does not include any references. Many potential employers ask for a list of references in a job application or at the end of the interview.
Specify your knowledge of tools and technology	✓	You have specified your knowledge of tools and technology.
Specify your job skills	✓	You have specified your job skills.

[Return to Previous Page](#)

# Page Displays > Resume Layout Template

Résumé Layout Templates

FreeText - System Template ▾

[\[New Template\]](#)   [\[Edit Template\]](#)   [\[Save As\]](#)

Click **[Edit Template]** >> this will customize the display order of each section while changing the formatting of this resume

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 type="checkbox"/>	Objective	Objective
☰	<input type="checkbox"/>	Ability Summary	Abilities
☰	<input checked="" type="checkbox"/>	Employment History	Employment History
☰	<input checked="" type="checkbox"/>	Education and Training	Education and Training
☰	<input checked="" type="checkbox"/>	Occupational Licenses and Certificates	Occupational Licenses and Certificates
☰	<input type="checkbox"/>	Honors and Activities	Honors
☰	<input type="checkbox"/>	Additional Information	Additional Information
☰	<input type="checkbox"/>	Detailed References	References
☰	<input checked="" type="checkbox"/>	<b>Résumé Free Text</b>	Resume Free Text

Click **Save** >> will be prompted to enter a 'Template Name' >>  
 Click **Save** again

# Page Displays > Resume Viewable by Employer

## Résumé Layout Templates

Upload - Copy & Paste ▼

[\[New Template\]](#) [\[Edit Template\]](#) [\[Save As\]](#)

### Sadie Says

1234 Hoptoit Lane

Austin, TX 78778

Phone: (512) 263-4567

### Employment History

#### **CASE MANAGER/CAREER COUNSELOR**

01/2009 - 07/2020

WORKFORCE SOLUTIONS FOR TARRANT COUNTY

FORT WORTH, TX

Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act. Completed Intake Eligibility Process for WIA/WIOA A, DW, Youth and TAA Provided in-depth assessments t gather information on the needs of each client, to determine the best way to serve their individual needs, whether job search assistance, through training or both, in order to reach their goals and self-sufficiency Provided information on career industries, LMI information, Work Experience, OJT's, Apprenticeship Programs, and free trainings available to client to help their research in meeting their goals. Developed IEP's for WIA/WIOA client's and REP's for TAA client's to ensure aproprate training and employment goals are met. Followed current directives, policies, and procedures, Tarrant Board, TAA and WIOA, to correctly input all required information into TWIST, and processed all paperwork; to include; Support Services, Unilateral Amendments, DeObligations, ITA; Enrollment Vouchers, Planned Gaps in Service, use of correct Service Codes, Case Notes, Justifications, DINT's, TAA Program Detail, TAA Waivers, Benchmark Reviews/Warnings and Intake. Currently meet on a 2 week basis with WIOA & TAA whether Stand Alone or Co-enrolled to monitor job search and training progress, to issue fuel assistance and discuss any support service needs Followed all TAA directives, rules and regulations to process Waiver Requests, submit REP's for Merit Staff approval, enter REP Benchmark Reviews and Warnings when warranted, Processed accurate, detailed and consistent paperwork.

#### **Sales Associate , Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products**

08/2008 - 11/2008

HALLOWEEN USA

San Antonio, TX

FORT WORTH, TEXAS - AUGUST 2008 - NOVEMBER 2008 Directed daily operations of a seasonal Halloween Retail Store Recruited and hiring at all staff levels. Trained all new hires on Company policies, procedures, and individual job responsibilities. Designed store layout and supervised set up and merchandising of new store. Assigned with staying within payroll and budet perimeters, scheduling, communicate directly with District Manager and Company President on all aspects of daily job functions. Setting planograms and merchandising by company guidelines. Training on proper implementation.

# Resume Viewable by Employer (cont.)

## **GUEST SERVICE AND SALES FLOOR TEAM LEAD , First-Line Supervisors of Retail Sales Workers**

01/2000 - 01/2005

TARGET CORP

FORT WORTH, TX

Supervise staff of 20 plus, Responsible for multiple areas; Food Avenue., Front Lanes, Guest Service, Company Space, Stationary, Store-wide side caps, One Spot, Backup Consumables Lead and Trainer of new hires, Scheduling of all staff, Coaching and training staff in all areas, new procedures and objectives, Process of daily reports, Maintaining a fast, fun and friendly team. Completing and maintaining all POG's on time. Recruit and hire talented people, Instruct, coach, and train new hires and all staff on the importance of customer service, Set and maintain planograms.

## **MUSEUM SHOP MANAGER , Museum Technicians and Conservators**

01/1997 - 01/2001

KIMBELL ART MUSEUM

FORT WORTH, TX

Scheduling and prep of time sheets, Trained all full and temporary staff, Developed Training Manual of all Museum Policies and procedures for new hires, permanent and support staff. Worked closely with Museum Security, Box Office and Business Office, Wrote and gave annual reviews to Museum Shop Staff Participated in annual budget preparation, Oversaw cash control, shipping, web shop, Complete Knowledge and understanding of software programs; Sellwise, Annual physical inventory preparation and implementation, Designed layouts and implemented displays weekly for museum shop merchandise and large temporary exhibits secondary shop locations, Foster a high quality in Customer Service, Planned, coordinated and implemented large city wide sale and liquidation of over stock merchandise Coordinated with other Fort Worth/Dallas Museum Shops during multi-city exhibitions to establish effective and appropriate merchandise, gifts and books,

## Education and Training

Start Date	Completion Date	Issuing Institution	Location	Degree Received	Course of Study	Semester Hours
		Mount Vernon College	Washington, DC	2 Years at College or a Technical or Vocational School	Interior Design	
		Tarrant County College	TX	Vocational School Certificate	Certification	
		Interpersonal Communications				
		Mount Vernon College	Washington, DC	2 Years at College or a Technical or Vocational School	Interior Design	
		Tarrant County College	Fort Worth, TX	Vocational School Certificate	Certification	
		Mount Vernon College	Washington, DC	Vocational School Certificate	Certification	
01/1965	01/1966	Murfreesboro State University	Murfreesboro, TN	2 Years at College or a Technical or Vocational School	Home Ec and Business	18
		One year - 1966 at Nashville Business College				

## Occupational Licenses and Certificates

Certification Title	Issuing Organization	Completion Date	Expiration Date
Insurance License	Texas Dept of Insurance	04/2018	04/2020
Interpersonal Communications	TCC	12/1982	

**Click > Save Resume & Return**

(To Navigate to Resumes from elsewhere in WIT)

Navigation Trees > My Individual Plans > Employment Plan Profile > Resumes

## Page Displays > All Resumes Created

Navigation > Employment Plan Profile > Resumes > Page Displays >  
All Created Resumes >

This Page allows individuals to access their Resumes, Job Applications, SOTAs, Job Search and much more

Résumés
Job Applications
Online Application
State Application Templates
Virtual Recruiter
Employment Strategy
Employment Goals

For help click the information icon.

**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:**

View active résumés

*Note: Résumés that have not been modified in over 90 days are set to Expired and are not displayed to employers. Click the Reactivate All Expired Résumés link to update all your résumés to today's date.*

To sort on any column, click a column title. Current Sort: *Résumé Title descending*

Résumé Title	Résumé Status	Viewable Online by Employers	Source	Résumé Score (out of 100)	Number of Requests	Last Reviewed by	Review date	Online Until	Action	Select
<a href="#">Program Specialist WIOA</a>	Active	Yes	Upload		2			9/27/2020	<a href="#">Job Search</a> <a href="#">Score Again</a> <a href="#">Copy</a> <a href="#">Edit</a> <a href="#">History</a>	<input type="checkbox"/>
<a href="#">PDE test christy</a>	Active	Yes	Upload	N/A	0			9/27/2020	<a href="#">Job Search</a> <a href="#">Score</a> <a href="#">Copy</a> <a href="#">Edit</a> <a href="#">History</a>	<input type="checkbox"/>
<a href="#">Upload Copy Paste</a>	Active	Yes	Copy & Paste		0			9/30/2020	<a href="#">Job Search</a> <a href="#">Score Again</a> <a href="#">Copy</a> <a href="#">Edit</a> <a href="#">History</a>	<input type="checkbox"/>

Delete

Page 1 of 1 Rows 100

## Résumé Layout Templates

Upload - Copy & Paste

FreeText - System Template

Upload - Copy & Paste

# Ability to switch between 'Resume Layout Templates'

## 'Upload – Copy & Paste' to 'Free Text – System Template'

### Résumé Layout Templates

FreeText - System Template

[\[New Template\]](#) [\[Edit Template\]](#) [\[Save As\]](#)

### Résumé

#### Resume Free Text

Sadie Says 1234 Hoptoit Lane Austin, Texas 78778 (512) 263.4567 sadiesays@gmail.com Profile A highly skilled professional with over 20 years of experience in management and supervision, human services and program mnagment, with an emphasis in; Case Ma5agement, Performance Analyst, Staff Development, Workforce Development, Work in Texas, Trade Adjustment Assistance, and HUD system requirements and procedures. Experience WORKFORCE SOLUTIONS FOR TARRANT COUNTY; CASE MANAGER/CAREER COUNSELOR, FORT WORTH, TEXAS - 2009 - PRESENT Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act. Completed Intake Eligibility Process for WIA/WIOAA, DW, Youth and TAA Provided in-depth assessments t gather information on the needs of each client, to determine the best way to serve their individual needs, whether job search assistance, through training or both, in order to reach their goals and self-sufficiency Provided information on career industries, LMI information, Work Experience, OJT's, Apprenticeship Programs, and free trainings available to client to help their research in meeting their goals. Developed IEP's for WIA/WIOA client's and REP's for TAA client's to ensure aproprate training and employment goals are met, Followed current directives, policies, and procedures, Tarrant Board, TAA and WIOA, to correctly input all required information into TWIST, and processed all paperwork; to include; Support Services, Unilateral Amendments, DeObligations, ITA; Enrollment Vouchers, Planned Gaps in Service, use of correct Service Codes, Case Notes, Justifications, DINT's, TAA Program Detail, TAA Waivers, Benchmark Reviews/Warnings and Intake, Currently meet on a 2 week basis with WIOA & TAA whether Stand Alone or Co-enrolled to monitor job search and training progress, to issue

## 'Free Text – System Template' to 'Upload – Copy & Paste'

### Résumé Layout Templates

Upload - Copy & Paste

[\[New Template\]](#) [\[Edit Template\]](#) [\[Save As\]](#)

### Résumé

#### Sadie Says

1234 Hoptoit Lane  
Austin, TX 78778  
Phone: (512) 263-4567

#### Abilities

Possess excellent communication and inter-personal skills. Perform effectively despite sudden deadlines and changing priorities. Proven ability to identify, analyze, and solve problems. Highly reliable self-starter; can be counted on to complete assignments. Proven competence in working with others in a team effort.

#### Employment History

##### CASE MANAGER/CAREER COUNSELOR

01/2009 - 07/2020

WORKFORCE SOLUTIONS FOR TARRANT COUNTY

FORT WORTH, TX

Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act. Completed Intake Eligibility

This "Ability" to switch is only available with the Upload – Copy & Paste Version

## How to add, edit or rearrange 'Sections' in 'Resume Layout Template' Example below > Adding 'Ability Summary'

Résumé Layout Templates

[\[New Template\]](#)   [\[Edit Template\]](#)   [\[Save As\]](#)

To **add** 'Ability Summary' to a resume > Click [Edit Template] > Page displays > 'Resume Layout Template'  
Check 'Ability Summary' from Section column > Click Save >>

↑↓	Display	Section	User-Defined Title
☑	<input checked="" type="checkbox"/>	Contact Information	Contact Information
☐	<input type="checkbox"/>	Objective	Objective
☐	<input checked="" type="checkbox"/>	Ability Summary	Abilities

### View of Copy & Paste Resume **prior to** adding 'Ability Summary' Section

[Sadie Says](#)  
 1234 Hoptoit Lane  
 Austin, TX 78778  
 Phone: (512) 263-4567

**Employment History**

**CASE MANAGER/CAREER COUNSELOR**  
 01/2009 - 07/2020                      WORKFORCE SOLUTIONS FOR TARRANT COUNTY                      FORT WORTH, TX

Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act. Completed Intake Eligibility Process for WIA/WIOAA, DW, Youth and TAA Provided in-depth assessments & gather information on the needs of each client, to determine the best way to

## Example of 'Ability Summary' Section added to Resume

Page Displays > 'Abilities' text box > Add desired information > Click 'Save'

### Abilities

**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.

**B** *I* U *I<sub>x</sub>* |
 ☰ ☷ ☰ ☷ |
 ☰ ☷ |
 ☰ ☷ |
 ☰ ☷ |
 Ω ☰

Format - | Font - | Size - | A - | ☰ | ← | → | ? | +

Possess excellent communication and inter-personal skills. Perform effectively despite sudden deadlines and changing priorities. Proven ability to identify, analyze, and solve problems. Highly reliable self-starter; can be counted on to complete assignments. Proven competence in working with others in a team effort.

Image now displays Copy & Paste Resume **after** 'Ability Summary' Section was added

**Sadie Says**

1234 Hoptoit Lane  
Austin, TX 78778  
Phone: (512) 283-4567

**Abilities**

Possess excellent communication and inter-personal skills. Perform effectively despite sudden deadlines and changing priorities. Proven ability to identify, analyze, and solve problems. Highly reliable self-starter; can be counted on to complete assignments. Proven competence in working with others in a team effort.

**Employment History**

<b>CASE MANAGER/CAREER COUNSELOR</b>		
01/2009 - 07/2020	WORKFORCE SOLUTIONS FOR TARRANT COUNTY	FORT WORTH, TX

Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act. Completed Intake Eligibility Process for WIA/WIOAA, DW, Youth and TAA

# Employer View of Resume

Your search found 1 résumé(s) that matched your search criteria.

Results View: **Summary** | [Detailed](#)

To sort on any column, click a column title.

Name and Location	Source	Résumé Title	Résumé Status	Résumé Modified Date	Education Level	Desired Salary	Action
<b>Says, Sadie</b> Austin, TX	WorkInTexas	Upload Copy Paste #7018260 <a href="#">(View Résumé)</a>	Active, Online	07/03/2020 11:11:00 AM	Vocational School Certificate	ANY	<a href="#">Details</a> <a href="#">Email this Résumé</a>

Page 1 of 1 Rows 100



## This is a preview of the candidate's résumé.

The résumé title is Upload Copy Paste and the resumé number is 7018260.

### Sadie Says

1234 Hoptoit Lane  
Austin, TX 78757  
Phone: (512) 263-4567

#### Abilities

A highly skilled professional with over 20 years of experience in management and supervision, human services and program management, with an emphasis in: Case Management, Performance Analyst, Staff Development, Workforce Development, Work in Texas, Trade Adjustment Assistance, and HUD system requirements and procedures.

#### Employment History

Sales Representatives, Services, All Other , Sales Representatives, Services, All Other

10/1999 - 12/2019

LAURIE CINECIO

Burleson, TX

sales and service producer for property and casualty insurance. serviced and made policy changes - took payments for customers - monitored inspection and legal trailing documents - etc

For more information contact  
Board Service Strategies

# Welcome

- Please Sign In to the Chat box and let us know you have joined us
- If you are unable to log in you may call in to the conference line 1-877-820-7831 and mute your phone
- You can use the Chat box for questions that will be answered after today's session.

# Uploading a Resume - 'Quick Resume Wizard'

Workforce Board Service Strategies

July 30, 2020

Ellyn Corley and Maria Esparza  
Program Specialist WIOA & Employment Services



**NOTE:** An Individual may “Upload” their resume from any platform, site, folder or file to the WorkInTexas.com System

- The ‘Quick Resume Wizard’ is one of the recommended methods for staff assisting individuals when creating a resume.
- Staff should encourage individuals when using this method to create an ‘Employer Ready’ resume in an external word .doc, or .PDF ) **Before** uploading their resume to the WorkInTexas.com system. An ‘Employer Ready’ resume
  - will enable the individual to move more quickly thru the ‘Quick Resume Wizard, and
  - the finished resume will be viewable to the employer as a completely formatted resume
- Once the individual’s uploaded resume has been uploaded to the background of WorkInTexas.com, the ‘Quick Resume Wizard’ will take the individual through two ‘Sections’ (Employer Search Items and Contact Information) these may be edited, deleted, or information added during this process, however;
- Any edited information will not be added to the individuals uploaded ‘Employer Ready’ resume but will be added to the background and converted to ‘free text’ which will later be viewed in the ‘Resume Free Text’ box and used by employers when searching for candidates.
- The ‘Quick Resume Wizard’ process will take the individual at least 10 minutes, possibly less to complete

## To Assist An Individual

- > Navigation Menu >> Manage Individuals >> Assist an Individual
  - > Quick Assist: Select individual from drop dropdown menu > Click Assist
    - > General Criteria: Enter individual identifying information
- Click the “Search” hyperlink

The screenshot shows the WORKinTEXAS.com navigation menu. The 'Manage Individuals' link is highlighted with a red box. A dropdown menu is open, showing 'Assist an Individual' also highlighted with a red box. Other links in the dropdown include 'Create an Individual', 'One Case Note to Multiple Individuals', and 'Enter the M'.

The screenshot shows the 'Quick Assist' page. It displays a search result for 'WATERS, CAROL (millends00)' with an 'Assist' button. Below the search results is a 'General Criteria' section with input fields for 'Individual Username', 'Individual User ID', 'State ID Number', 'First Name', 'Last Name', and 'SSN (last 4 digits)'. There are also radio buttons for search criteria: 'Starts with these #s' and 'Matches exactly'.

## Page Displays >> To Create a Individual Resume >> (there are two Pathways)

From Navigation Menu >> Services for Workforce Staff >> Manage Resumes >> Create a Resume  
From Navigation Trees >> My Individual Plans >> Employment Plan Profile >> Resumes

### Navigation Menu

+ Services for Workforce Staff

[Manage Individuals](#)

[Manage Employers](#)

[Manage Résumés](#)

[Manage Job Orders](#)

[Manage Labor Exchange](#)

[Manage Activities](#)

## General Criteria

[Create a Résumé](#)

[Search for Résumés](#)

[Match Résumés to a Job](#)

[Candidate Referrals](#)

### Navigation Trees

+ [My Individual Profiles](#)

[Personal Profile](#)

[General Information](#)

[Background](#)

[Activities](#)

[Paths](#)

[Memo](#)

[Documents](#)

+ [Search History Profile](#)

+ [Self Assessment Profile](#)

+ [Communications Profile](#)

+ [My Individual Plans](#)

[Employment Plan Profile](#)

[Résumés](#)

[Job Applications](#)

[Online Application](#)

[State Application Templates](#)

[Virtual Recruiter](#)

[Employment Strategy](#)

[Employment Goals](#)

+ [Training Plan Profile](#)

+ [Benefits Plan Profile](#)

+ [Financial Plan Profile](#)

+ [Staff Profiles](#)

+ [General Profile](#)

[Case Management Profile](#)

[Case Summary](#)

[Programs](#)

[Plan](#)

[Assessments](#)

+ [Report Profile](#)

Page Displays >> 'Resume Folder' to manage your list of resumes >>  
Click on 'Create New Resume'

WORKinTEXAS.com

Use this folder to manage your list of résumés.  
To create a new résumé, click the Create New Résumé button. Click on a résumé title in the list below to view that résumé. You may also use a résumé to search for jobs by clicking the Search link in the Action column.

[ Assist an individual | Staff Services | Individual Portfolio ]

My Individual Profiles My Individual Plans Staff Profiles

Résumés Job Applications Online Application State Application Templates Virtual Recruiter Employment Strategy Employment Goals

For help click the information icon.

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:

View active résumés

Note: Résumés that have not been modified in over 90 days are set to Expired and are not displayed to employers. Click the Reactivate All Expired Résumés link to update all your résumés to today's date.

0 Records Found

[ Tips on preparing your résumé | Reactivate All Expired Résumés | Cover Letter ]

Create new Résumé

Select another Job Seeker Service

Services Portfolio Site Map Site Search Page Preferences Assistance

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us | FAQ

Track Page

Home Sign Out

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Résumé Title	Résumé Status	Viewable Online by Employers	Source	Résumé Score (out of 100)	Number of Requests	Last Reviewed by	Review date	Online Until	Action	Select
Program Specialist WIDA	Active	Yes	Upload	22	2			9/27/2020	Job Search Score Again Copy Edit History	
PDF.test.christy	Active	Yes	Upload	N/A	0			9/27/2020	Job Search	

Page Displays >> Enter a Resume Title (name) >> Click 'Upload' as the Creation Method >> Click Next

(this PowerPoint will show the process through the 'Quick Resume Builder')

 **WORKinTEXAS.com** Please enter a résumé name and select a creation method.

▪ Indicates required fields.  For help click the information icon.

If you have filed a claim for unemployment insurance benefits, you are **REQUIRED** to complete the resume builder process. The information gathered during this process will also allow staff to match your experience and work preferences to job openings.

Please create a resume to complete your registration. We will now take you through the steps of creating a professional resume or job application. Resumes can be placed online making them available to the top employers in your area.

### Résumé Name

\* Résumé Title:

Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this résumé accessible online. Therefore you may wish to omit identifying information.

[Show Résumé Best Practices](#)

### Résumé Creation Method

**Comprehensive**  
 Build your résumé using a step-by-step process (create your résumé from scratch).  
52.0 min(s) estimated

**Upload**  
 Attach an existing Word or .PDF résumé (save time by using your existing résumé).  
10 min(s) estimated

**Duplicate a résumé in our system**  
 Build your résumé from a previously entered résumé (quickest).  
2 min(s) estimated

## Page Displays >> 'Resume Availability' >> Indicate whether you want your resume to be available online >> Click Next

### Indicate Yes or No



Please indicate whether you want your résumé to be available online.

#### Résumé Availability

Do you wish your résumé to be available online for employers looking to hire you?

- 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.

<< Back

Next >>

### If Yes is selected >> click Ok on the pop-up box that displays

uat-app-vos48000000.geosolinc.com says

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

\*\*\* Page Displays >> To Upload a Resume, that needs no specific changes >> Select the radio buttons under each heading below >> Click Next

## ‘Quick Resume Wizard’

(this method is best used for resumes that are ‘Employer Ready’)

### Content Extraction

---

Select how you wish the system to access your résumé content:

- Select my résumé file (.doc, .PDF)  
 Copy and paste my résumé content.

### Content Display

---

Do you wish employers to view your existing (.doc, .PDF) résumé file?

- Display my existing résumé content by opening my existing (.doc, .PDF) resume file.  
 Display my extracted résumé content formatted in the WorkInTexas system.

### Extraction Method

---

We have extracted your employment and education history so you can be matched more effectively with employers. How would you like to review and or edit this information?

- I will review my extracted employment and education history before adding to the WorkInTexas system.  
 I will NOT review my extracted employment and education history. I will review it later.

<< Back

Next >>

Page Displays >>Select Browse or Choose File >> Select Open >> your resume file will upload >> Click Next

## Select your résumé data source

### Step 1 - Select your résumé data source

- Use a résumé that you have previously saved in a document or file (e.g. Microsoft Word file)
- Use a résumé document that you have previously extracted

Please carefully review your résumé before making it available online to employers and recruiters. Check spelling, grammar, and abbreviations. Look for typographical errors and check the accuracy of information such as dates. If possible, have someone you know proof-read your résumé.

Please click the 'Browse' or 'Choose File' button to select your résumé document.

## Select 'Open' to Choose File

Browse or Choose your file >> select open >> file will upload as shown below.

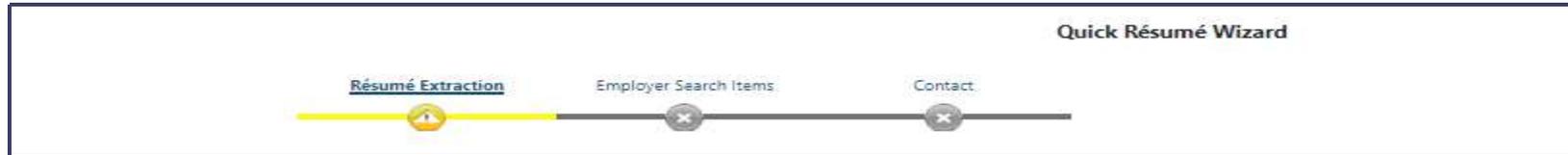
**NOTE:** If Resume is not 'Employer Ready' prior to upload, then by progressing through the 'Resume Upload Builder' changes can be made.

Choose File 6 15 2020 Upload a Resum... Profile Sadie Says.docx

<< Back

Next >>

## Page Displays >> The 'Quick Resume Wizard'



### Quick Resume Wizard > 'Sections'

**Resume Extraction** > Completed once Resume has been uploaded to WorkInTexas.com

**Employer Search Items** > Employers use this Search Criteria when searching for candidates.

- Desired Location,
- Occupation,
- Salary,
- Driver's License,
- Security Clearance,
- Language and Proficiency and
- Typing Speed

**Contact** >

- Name
- Residential Address
- Mailing Address
- Email Address(s)
- Allow Employers to contact me through the WorkInTexas System

## Page Displays > 'Employer Search Items' > Desired Locations

To sort on any column, click a column title.

Desired Location	Action
<a href="#">Harris County, Travis County</a>	<a href="#">Edit</a>

Update background information with the selected location  Update all résumés with the selected location

<< Back

Next >>

Select a specific county (or specific counties) ▼

[ [Select Multiple Areas](#) ]

Western Texas

Scroll down to see Eastern Texas ↓



Dallam	Sherman	Hansford	Ochiltree	Upson
Hartley	Moore	Hutchinson	Roberts	Hemphill
Oldham	Potter	Carson	Gray	Wheeler
Deaf Smith	Randall	Donley	Collins	

Midland County ▼

[ [Select Single Area](#) ]

Harris County  
Midland County  
Travis County

[ [Clear All](#) ] [ [Clear Selected](#) ]

Continue

To sort on any column, click a column title.

Desired Location	Action
<a href="#">Harris County, Midland County, Travis County</a>	<a href="#">Edit</a>

Update background information with the selected location  Update all résumés with the selected location

<< Back

Next >>

# Select an Occupation and Salary

## 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.

Eligibility Interviewers, Government Programs

[ [Search for an Occupation](#) ]

Update background information with desired occupation  Update all résumés with desired occupation

[View Labor Market Information for Eligibility Interviewers, Government Programs](#)

<< Back

Next >>

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

## Search for an occupation by keyword(s)

Type a job title or occupational keywords in the box and click the *Search* button. (e.g. Accountant)

[Keyword Search Options](#)

Executive Secretaries and Executi

Search

Desired Salary > Use the dropdown box to select a Salary > this box is not required and may be left blank > Check or Uncheck box > Click Next

**Page Displays > ‘Employer Search Items’:** (cont.) Employers will use information entered to search for candidates.

### Desired Job Type

Profile	Desired Employment	FT / PT	Shift(s)	Days Available	Relocation	Telecommuting	Default Profile	Action	Display on Résumé
<a href="#">Profile 1</a>	Regular	FT	Day	Mon, Tue, Wed, Thu, Fri	Willing to Relocate	Willing to Telecommute	✓	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="radio"/>

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

<< Back

Next >>

- **Driver’s License Information > Complete all information**
- **Security Clearance > Use dropdown to add or update existing information**
- **Languages and Proficiency > Add new or select Edit to update or change existing information**
- **Typing Speed > Use Dropdown to add or update existing information**

**This ends the Employer Search Items section**

**> Click ‘Next’**

# Contact Information

## 'Quick Resume Wizard' Contact Information

### Name

\* First Name:

M.I.:

\* Last Name:

### Residential Address

I am homeless or otherwise do not have a permanent residence  Yes  No

Address Line 1 :

Address Line 2:

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

City:

\* State:

\* County / Borough / Parish:

\* Country:

### Mailing Address

Use residential address

**Email Address(s), Primary, Alternate  
and/or Fax Phone Number**

## Choose Contact information to appear on resume

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

**Check Box to** Allow Employers to contact me through the WorkInTexas System

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 type="checkbox"/> Alternate Phone          | <input checked="" type="checkbox"/> Email  |
| <input type="checkbox"/> Fax                      | <input checked="" type="checkbox"/> Allow Employers to email me through the system |

<< Back

Finish



### Here is your completed résumé.

To modify a section, click on a *Section Title* (e.g. Employment History).

 For help click the information icon.

Please review your résumé for accuracy before clicking the save button at the bottom of the screen.

Résumé ID	Résumé Title	Résumé Score	Viewable Online by Employers
7018275	<a href="#">Admin. Asst. (ORW) Upload (1-1-2)</a>	64	Yes

### Résumé

#### Attached Résumé

Display formatted résumé above to employers instead of the uploaded document.

[View your uploaded résumé](#)



[Replace your uploaded résumé](#)

### Resume Free Text

Looking for part-time office - receptionist, etc employment. Have been employed with the same agency for 20 years. currently licensed in Texas for property and casualty insurance. EVENTS COORDINATOR/CONSULTANT, Departmental Manager responsible for maintaining and educating staff on a variety of products and procedures, Personal assistant to owner, Supervising and scheduling all Market and kitchen support staff, Training Market Staff on all aspects of working in the Market and the importance of Great Customer Service, Events and Catering Coordinator/Consultant, At times worked as Event Server, Inventory Control and quality assurance of food products, Inventory control of all perishable & non-perishable gifts items. CASE MANAGER/HOUSING INSPECTOR Staff development and training on Housing and Urban Development, HUD Federal rules and regulations, Case Manager, responsible for case load of 297 plus all new admissions, Meet monthly and daily with clients for annual re-certification, interim re-evaluation to meet client's needs; Developed new Rent Reasonable Program in order to ensure rental costs were reasonable and within HUD's guidelines and regulations, Planned and implemented several Community Based Projects with several Community Agencies to help our clients on the road to self-sufficiency. Such as: A 4-week program on Banking, which met once a week, with topics on how to begin saving money, how to write a check, budgeting, Nutrition, How to dress for an interview, interviewing techniques, writing a resume, Followed HUD and Housing Authority Board rules and regulations at all times, Received several Program specific Certifications for HUD. CASE MANAGER/CAREER COUNSELOR Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act. Completed Intake Eligibility Process for WIA/WIOA, DW, Youth and TAA Provided in-depth assessments to gather information on the needs of each client, to determine the best way to serve their individual needs, whether job search assistance, through training or both, in order to reach their goals and self-sufficiency Provided information on career industries, LMI information, Work Experience, OJT's, Apprenticeship Programs, and free trainings available to client to help their research in meeting their goals, Developed IEP's for WIA/WIOA clients and REP's for TAA clients to ensure appropriate training and employment goals are met, Followed current directives, policies, and procedures, Tarrant Board, TAA and WIOA, to correctly input all required information into TWIST, and processed all paperwork; to include; Support Services, Unilateral Amendments, De- Obligations, ITA; Enrollment Vouchers, Planned Gaps in Service, use of correct Service Codes, Case Notes, Justifications, DINT's, TAA Program Detail, TAA Waivers, Benchmark Reviews/Warnings and Intake, Currently meet on a 2-week basis with WIOA & TAA whether Stand Alone or Co-enrolled to monitor job search and training progress, to issue fuel assistance and discuss any support service needs Followed all TAA directives, rules and regulations to process Waiver Requests, submit REP's for Merit Staff approval, enter REP Benchmark Reviews and Warnings when warranted, Processed accurate, detailed and consistent paperwork. Last Annual Review scored 375 out of 400 with an average case file accuracy rate of 97.35% Certification Mount Vernon College A highly skilled professional with over 20 years of experience in management and supervision, human services and program management, with an emphasis in; Case Management,

# Two Options to Display Formatted Resume



**Here is your completed résumé.**

To modify a section, click on a *Section Title* (e.g. Employment History).

 For help click the information icon.

Please review your résumé for accuracy before clicking the save button at the bottom of the screen.

Résumé ID	Résumé Title	Résumé Score	Viewable Online by Employers
7018275	<a href="#">Admin. Asst. (QRW) Upload (1 1 2)</a>	64	Yes

Résumé

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Attached Résumé

Display formatted résumé above to employers instead of the uploaded document.

[View your uploaded résumé](#)

 [Replace your uploaded résumé](#)

**Unchecked Box:**  
Employer will view individuals 'Formatted Resume' (.doc, .PDF)

By leaving the box unchecked, individual has selected their original uploaded resume from an outside source to be viewable by Employers

**Checked Box:**  
Employer will view Individuals 'Resume Free Text' document created in the WIT background.

By checking the box, individual has selected their edited Resume Free Text document to be viewable by Employers

Save Résumé & Return

# Box Unchecked > Employer will view the individuals uploaded resume from an outside source - 'Employer Ready' resume

## Sadie Says

1234 Hoptoit Lane Austin, Texas 78757 (512) 263.4567

[sadiesays@gmail.com](mailto:sadiesays@gmail.com)

## Profile

A highly skilled professional with over 20 years of experience in management and supervision, human services and program management, with an emphasis in; Case Management, Performance Analyst, Staff Development, Workforce Development, Work in Texas, Trade Adjustment Assistance, and HUD system requirements and procedures.

## Experience

### **WORKFORCE SOLUTIONS FOR TARRANT COUNTY; CASE MANAGER/CAREER COUNSELOR, FORT WORTH, TEXAS - 2009 - 2017**

Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act.

Completed Intake Eligibility Process for WIA/WIOA A, DW, Youth and TAA

Provided in-depth assessments to gather information on the needs of each client, to determine the best way to serve their individual needs, whether job search assistance, through training or both, in order to reach their goals and self-sufficiency

Provided information on career industries, LMI information, Work Experience, OJT's, Apprenticeship Programs, and free trainings available to client to help their research in meeting their goals,

Developed IEP's for WIA/WIOA client's and REP's for TAA clients to ensure appropriate training and employment goals are met,

Followed current directives, policies, and procedures, Tarrant Board, TAA and WIOA, to correctly input all required information into TWIST, and processed all paperwork; to include; Support Services, Unilateral Amendments, De-Obligations, ITA; Enrollment Vouchers, Planned Gaps in Service, use of correct Service Codes, Case Notes, Justifications, DINT's, TAA Program Detail, TAA Waivers, Benchmark Reviews/Warnings and Intake,

Currently meet on a 2-week basis with WIOA & TAA whether Stand Alone or Co-enrolled to monitor job search and training progress, to issue fuel assistance and discuss any support service needs

Followed all TAA directives, rules and regulations to process Waiver Requests, submit REP's for Merit Staff approval, enter REP Benchmark Reviews and Warnings when warranted,

Processed accurate, detailed and consistent paperwork. Last Annual Review scored 375 out of 400 with an average case file accuracy rate of 97.35%

# Box Checked > Employer will view the individuals free text document in the 'Resume Free Text' box

## Resume Free Text

Looking for part-time office - receptionist, etc employment. Have been employed with the same agency for 20 years, currently licensed in Texas for property and casualty insurance. EVENTS COORDINATOR/CONSULTANT, Departmental Manager responsible for maintaining and educating staff on a variety of products and procedures. Personal assistant to owner, Supervising and scheduling all Market and kitchen support staff, Training Market Staff on all aspects of working in the Market and the importance of Great Customer Service, Events and Catering Coordinator/Consultant, At times worked as Event Server, Inventory Control and quality assurance of food products, Inventory control of all perishable & non-perishable gifts items. CASE MANAGER/HOUSING INSPECTOR Staff development and training on Housing and Urban Development, HUD Federal rules and regulations, Case Manager, responsible for case load of 207 plus all new admissions, Meet monthly and daily with clients for annual re-certification, interim re-evaluation to meet client's needs, Developed new Rent Reasonable Program in order to ensure rental costs were reasonable and within HUD's guidelines and regulations, Planned and implemented several Community Based Projects with several Community Agencies to help our clients on the road to self-sufficiency. Such as: A 4-week program on Banking, which met once a week, with topics on how to begin saving money, how to write a check, budgeting, Nutrition, How to dress for an interview, interviewing techniques, writing a resume, Followed HUD and Housing Authority Board rules and regulations at all times, Received several Program specific Certifications for HUD. CASE MANAGER/CAREER COUNSELOR Current Case Load of 35 - 45 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act, Completed Intake Eligibility Process for WIA/WIOA, DW, Youth and TAA Provided in-depth assessments to gather information on the needs of each client, to determine the best way to serve their individual needs, whether job search assistance, through training or both, in order to reach their goals and self-sufficiency. Provided information on career industries, LMI information, Work Experience, OJT's, Apprenticeship Programs, and free trainings available to client to help their research in meeting their goals, Developed IEP's for WIA/WIOA clients and REP's for TAA clients to ensure appropriate training and employment goals are met, Followed current directives, policies, and procedures, Tarrant Board, TAA and WIOA, to correctly input all required information into TWIST, and processed all paperwork, to include: Support Services, Unilateral Amendments, De- Obligations, ITA, Enrollment Vouchers, Planned Gaps in Service, use of correct Service Codes, Case Notes, Justifications, DNT's, TAA Program Detail, TAA Waivers, Benchmark Reviews/Warnings and Intake, Currently meet on a 2-week basis with WIOA & TAA whether Stand Alone or Co-enrolled to monitor job search and training progress, to issue fuel assistance and discuss any support service needs Followed all TAA directives, rules and regulations to process Waiver Requests, submit REP's for Merit Staff approval, enter REP Benchmark Reviews and Warnings when warranted, Processed accurate, detailed and consistent paperwork, Last Annual Review scored 375 out of 400 with an average case file accuracy rate of 97.35% Certification Mount Vernon College A highly skilled professional with over 20 years of experience in management and supervision, human services and program management, with an emphasis in Case Management.

For more information contact  
Board Service Strategies