

Checklist for Focus/Career Job Seekers

RESUME BUILDER

- Are all previous jobs listed in the Work History? If you are unemployed, you are required to list at least three jobs or 10 years of experience, provided you have that much experience.
- Does each job in your Work History have a detailed description? The job matching function works better when you list as much detail as possible.
- Is all of your education listed? If your highest level of education is high school graduate or GED, make sure it is listed on the Education tab in the Education Details section.
- Should you use Summary or Objective? If you have a long work history, a Summary can be useful. Otherwise, an Objective, which explains how you can help a potential employer be more successful, would be more beneficial.
- Does your resume include any of the additional sections listed under the Options tab? This can help your resume stand out.
- If you are in the military, list your experience on the Profile tab. Also, include your Military Occupational Specialty (MOS), since that information is used to help match your experience to civilian jobs.
- The first question on the Preferences tab should be answered yes to ensure that employers can search and view your resume.
- Check that the geographic availability for searches is set wide enough to find jobs in nearby cities, or farther if you are willing to relocate.
- On the My Resume tab, make sure you aren't hiding too much information, or it will be difficult for employers to contact you about a potential job.

JOB SEARCH

- Make sure job alerts are turned on by clicking Organizer in the Searches and Alerts section. Your e-mail address must be valid to receive alerts.
- If your search results are poor, you may need to increase the search radius and/or lower the requirements. Change the star rating for jobs matching your resume to a lower number if necessary.
- Click the My Referrals section and enter a date range of at least the last month. If few referrals are listed, you need to apply for more jobs.
- Even if you are not a high-star match to a job, if you feel you qualify for the job, please apply by clicking "Show Me How To Apply".
- Some jobs require additional screening by Kentucky Career Center staff, but this generally takes only one to two business days.

INSIGHT

- Click the "people" icon to the right of a job posting to open the Insight page. The Insight page gives more information about what kind of education, experience and skills are needed to obtain a particular job.
- View the long-term Insight page by clicking the Insight link at the top of the Focus/Career page. This page can give you some examples of potential career paths based on resumes that are similar to yours.