

# Rave Reviews

*I found MinnesotaWorks.net very helpful because the categories are set up to help me find an interesting job that best uses my experience. I wouldn't hesitate to use it again — it's tremendous!*

— STEPHEN S.

*The resume matching tool worked very well for me and I would definitely use MinnesotaWorks.net again.*

— LINDA K.



The NO-FEE online job bank for job seekers and employers



MinnesotaWorks.net is part of CareerForce.  
Find out more at [CareerForceMN.com](https://www.CareerForceMN.com)

#### First National Bank Building

332 Minnesota Street, Suite E200

St. Paul, MN 55101-1351

Website: [MinnesotaWorks.net](https://www.MinnesotaWorks.net)

Phone from a metro area code: 651-259-7500

Phone outside the metro area codes: 1-800-345-2537

CareerForce locations are an equal opportunity employer and program provider. Upon request, the information in this document can be made available in alternative formats. A proud partner of American Job Center Network.



## Job Seeker's Guide



LOOKING FOR A JOB?

# Why Use MinnesotaWorks.net?

- › **Build** or upload your resume
- › **Create** up to five unique resumes
- › **Access 24/7**
- › **Search** verified job openings statewide
- › **Perform** advanced job searches
- › **Use** updated technology to match your resume to job openings
- › **Receive** e-mail notification of new jobs

## How To Guide

To view helpful video instruction, select "User Training Lessons" link on the home page

### Registering to Access Job Openings

- › Select "Job Seeker Registration" button to enter your information.
- › Review and accept Tennessee Warning Notice. All asterisked (\*) fields are required to complete registration process.



- › Create a username and password to log in and access your account.
- › Usernames must have a minimum of six characters and **ARE NOT** case sensitive. Passwords must have a minimum of six characters and **ARE** case sensitive.

### Entering a Resume

- › Log in to your account. Select "Resumes" link from left navigation menu to create, upload or copy and paste your resume.
  - › Select "Create or Upload" new resume button.
  - › 3 ways to "Post a Resume"
    - › Select radio button next to "Create a Resume" and select "Next". Complete all required sections.
  - OR**
  - › Select radio button to "Paste from another open application". Select "Next" to copy and paste existing text from another resume.
  - OR**
  - › Select radio button to "Upload an existing document". Select "Next". Select "Browse". Select your file name and open. Select "Save". Review all resume sections to ensure it uploaded correctly and \*Required fields are completed.
- › Create up to five resumes that match your skills.

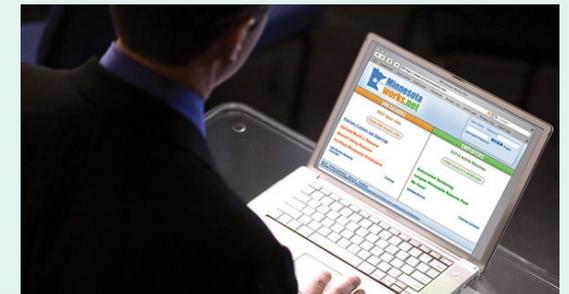
### Matching Job Openings to Your Resume

- › Login to your account
- › Go to "Search for Jobs" on the left navigation bar.
- › Select one of your resumes from the 'Search by Resume' drop down
- › The list of jobs you'll see represents the best matches for your resume ranked by a 5-star rating system.
- › If you like a specific job, select the "Job Title", then check "Add to Best Picks".



### Keyword Search

- › Use specific and unique terms or keywords. They will provide the best results.
- › If you want results using one term or another, separate terms with the word "or."
- › If you want results using all the terms, connect the terms with the word "and" or group terms together with quotation marks.
- › Use an asterisk\* at the end of a series of letters to find results with those letters and anything else following them.
- › "Save Search" by selecting this button at the bottom of the page.



### Print/Save Your Resume

- › Choose a resume to Print/Save in either PDF or Word document format. Select button in the format you wish to use then select "print" or "save."