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.**

Minnesota works.net

MinnesotaWorks.net is part of CareerForce. Find out more at **CareerForceMN.com**

First National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351
Website: MinnesotaWorks.net

Phone from a metro area code: 651-259-7500
Phone outside the metro area codes: 1-800-345-2537

Minnesota works.net

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

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 Tennessen 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.
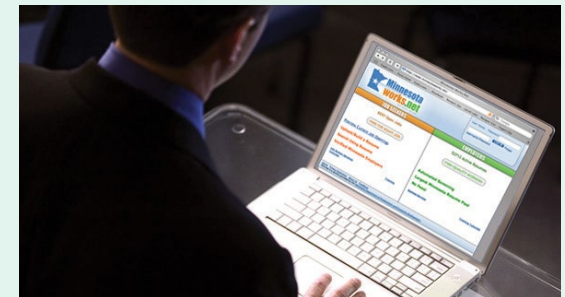
Print/Save Your Resume

- ❯ 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."