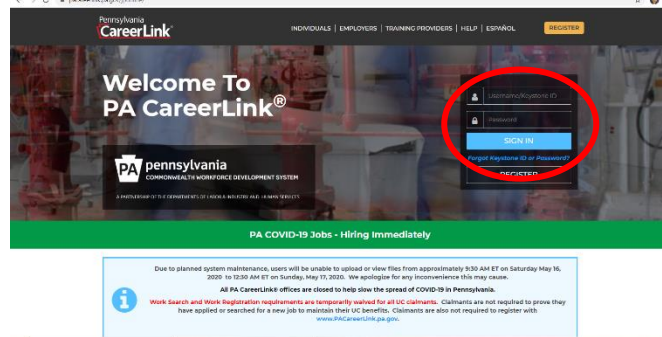
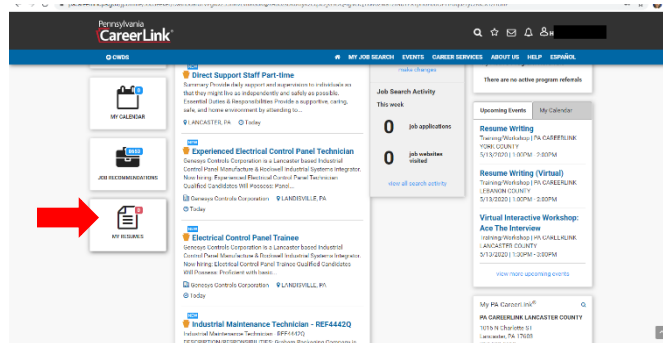


How to edit or upload a Resume on www.pacareerlink.pa.gov

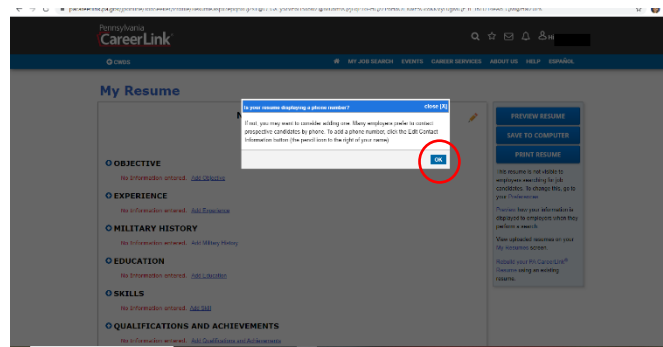
1. On the PACareerLink® homepage, put in your Keystone ID and Password, then click the “Sign-In” button.



2. Scroll down and on the left hand side, click on the “My Resume” button.



3. If you get this message, just click “OK” to continue.



4. On the *My Resume* page, you can manually input your information. For each section, click “add” (Image 1). You can also upload your Resume from the computer or USB (flash/thumb drive) (Image 2). Click on “Upload”, put in the name of the Resume, check the box for “Terms of Use” and choose the file you want to upload, then click “Save and Finish” (Image 3).

Image 1

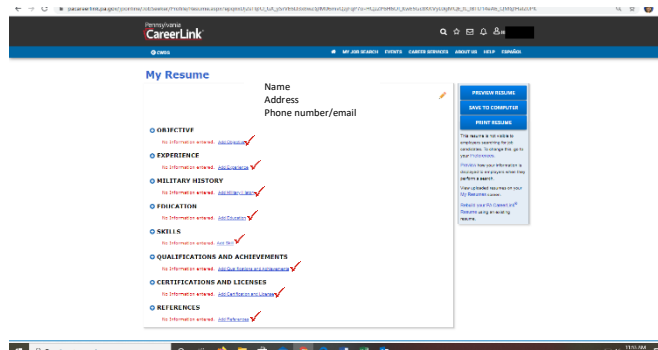


Image 2

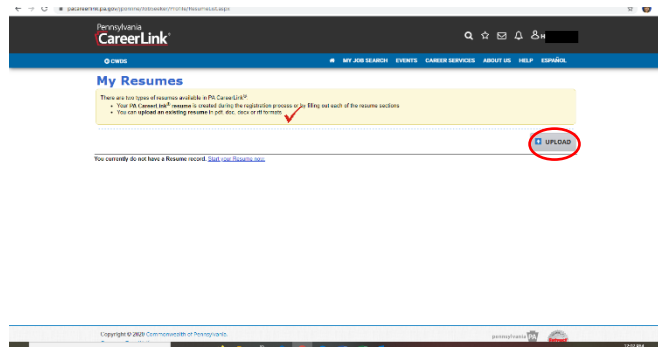
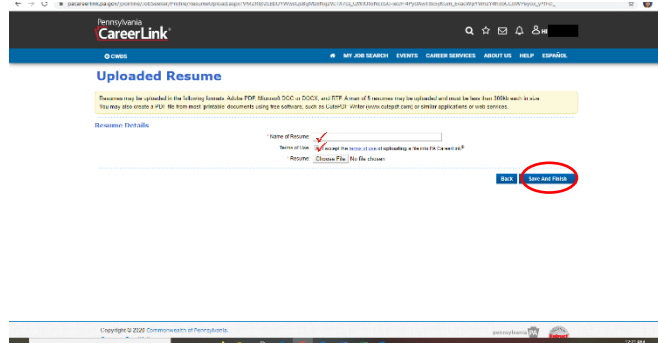
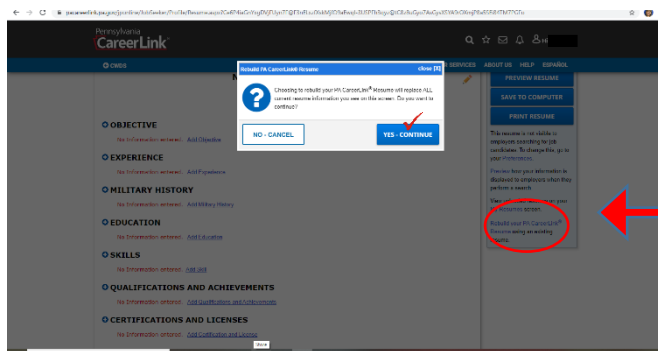


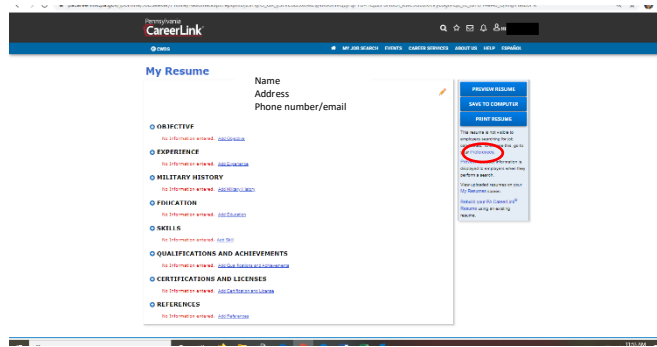
Image 3



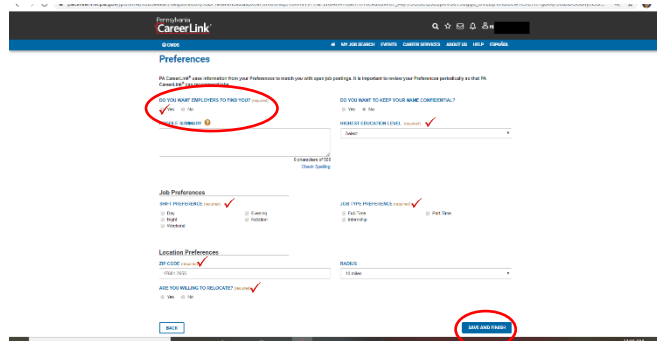
5. To rebuild your Resume, choose the option “Rebuild your PA CareerLink® Resume” on the right hand side, click “Yes-Continue” and follow the instructions.



6. Your Resume might not be visible to employers searching for job candidates. You may change this by clicking on the word “Preference” found on the *My Resume* page to the right hand side.



7. On the *Preference* page, select “yes” if you want employers to find you. Enter all the required information and click “Save and Finish”.



**Note: If you don't have a Resume or don't know how to create one, register online at www.pacareerlink.pa.gov to sign up for our *Virtual Interactive Workshop: Resume Writing* offered Tuesdays at 9:30am.