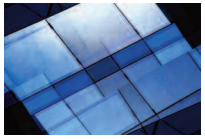
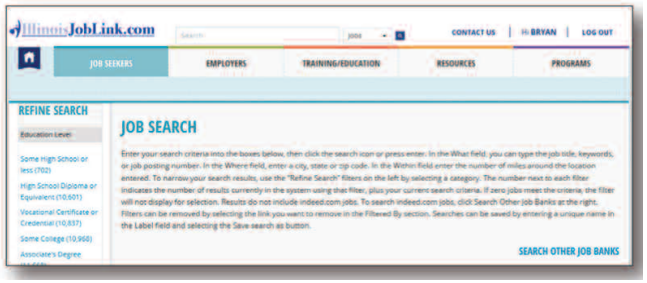


Job Search



- In the "What" field, type the job title, keywords, or job posting number;
- In the "Where" field, enter City and State or Zip Code;
- In the "Within" field, enter the number of miles around the location entered in the "Where" field;
- Use the "Refine Search" on the left-side of the page to filter search results. The numbers next to each filter indicates the number of results currently in the system using that filter, plus your current search criteria;
- Filters can be removed by selecting the link you want to remove in the "Filtered By" section;
- Searches can be saved by entering a unique name in the "Label" field and selecting the "Save Search As" button;
- To search outside of **IllinoisJobLink.com**, click "Search Other Job Banks" link.

How do I prevent my resume from expiring?

From your "My Home Page,"

- Click the link, "My Resumes,"
- Click the date link next to "Expires," and
- Enter the number of days for your resume to remain active (the maximum number of days you can select is 99) and click "Update Resume."

Check the Benefits

No cost to users.

Internet based access available 24/7.

Robust search engine for better job matches.

Email notifications of job matching, hiring fairs, workshops, seminars and webinars.

For questions email
DES.IJLSysAdmTech@illinois.gov

IllinoisJobLink.com

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Note: The information in this brochure is subject to change anytime. For the latest information, visit the IDES website at www.ides.illinois.gov.

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State of Illinois
Department of Employment Security

IllinoisJobLink.com
For Job Seekers

What is IllinoisJobLink.com?

IllinoisJobLink.com is a robust, dynamic and comprehensive, web-based workforce development system for job seekers, employers, training providers and workforce professionals with realtime data. For job seekers, it features job matching, resume creation and career management tools and resources.

IDES
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

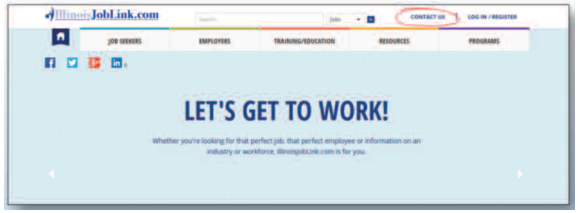
IllinoisJobLink.com

How do I create an account?

- Go to **www.IllinoisJobLink.com**.
- Click on the tab, “Job Seekers” and click “Create a Job Seeker Account”.
- Answer **all** questions on the “New Account Creation Page.”

What if I already have an account?

Do not create a new account. Enter your username and password in the log in section of **www.IllinoisJobLink.com**. If you cannot remember your username or password, click the link, “Forgot Username or Password”. Click the link, “Contact Us” for more help on username and password retrieval.



Create/Upload Resume

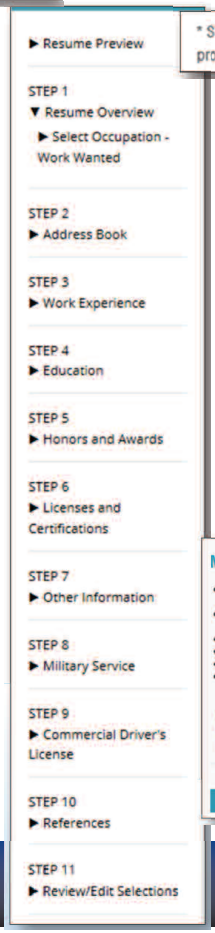
- Answer **all** questions on the “New Resume” page.
- Create a resume or upload your existing resume.

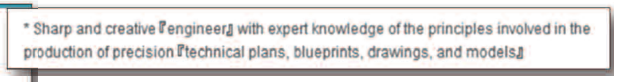
  The file must be a Microsoft Word, Microsoft WordPad or LibreOffice Writer document. **A PDF cannot be uploaded**.
- At the bottom of the “New Resume” page, click “Create Resume”.

If you have uploaded a resume you will be asked to select talents, tools and technologies, and work activities for your work wanted. After doing so, your resume will be complete.

If you do not have a resume to upload, click “Create Resume” after completing the “New Resume” page and use the Resume Builder to complete steps 1-11.

When you get to Step 11 “Review/Edit Selections”, select whether you want to display the “Objective Statement” or “Summary of Qualifications” on your resume. You may edit the objective statement or summary of qualifications. Be sure to edit the sample text placeholders and remove the [ ] brackets before finishing your resume.





Select the check boxes next to the information you would like to include on this resume. When you are finished, click Save and Continue at the bottom of the page to proceed to the Resume Suggestions page. After doing so, your resume will be complete.

Once your resume is complete, it will be active and viewable by employers.