



# Minnesota Works.net

## How to Guide for Job Seekers

Welcome to MinnesotaWorks.net. This how-to-guide will help you register and give you specific tips on how to have a successful job search using the online job bank from the Minnesota Department of Employment and Economic Development.



75770 Position Openings



**You're 1 step closer to finding a perfect job!**

**Register for your NO FEE account to:**

- Create or upload an online resume
- Match your resume to job openings
- Perform advanced job searches
- Have employers contact you directly
- Receive email notification of new jobs

[Job Seeker Services](#)

[User Training Lessons](#)

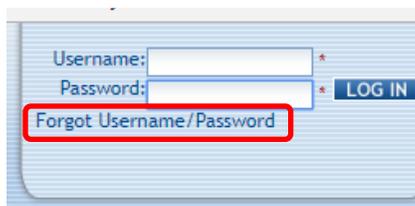
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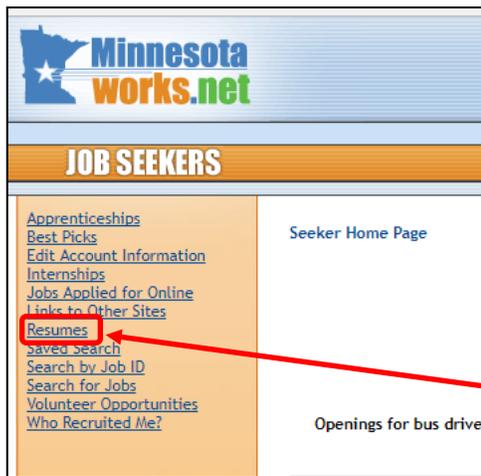
## First time registering on MinnesotaWorks.net?

- Select the “Job Seeker Registration” button and enter your information to have access to how to apply for jobs and post up to five resumes. If more help is needed, select the “Training Lessons” link on the home page.
- Need help with other areas? Select the “Seeker Services” link. There are 47 WorkForce Center locations in Minnesota, including 11 in the Twin Cities.

## Forgot your Username/Password?



- Select the “Forgot Username/Password” link to reset your password by answering your secret question.
- If you forgot your Username, contact your local WorkForce Center or call 888-438-5627.



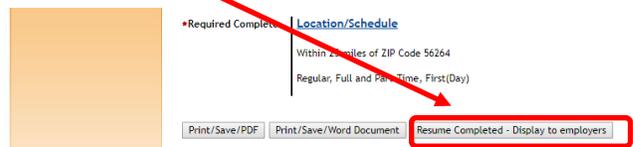
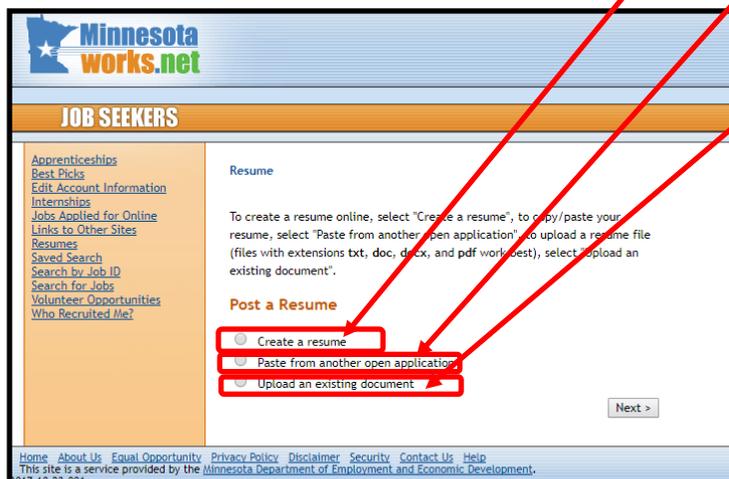
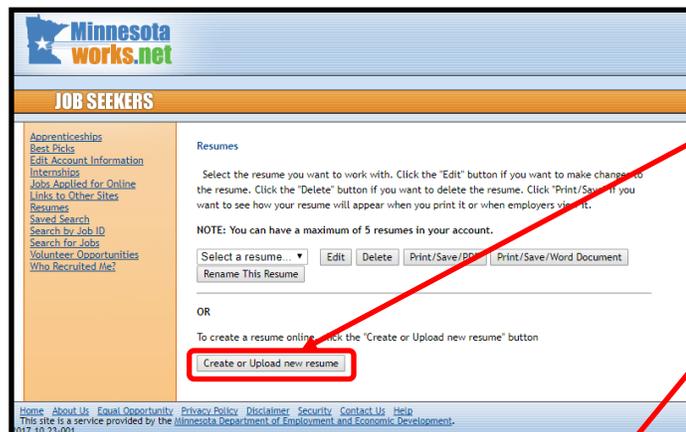
## 1-2-3 Enter a Resume Today!

MinnesotaWorks.net, the state's largest online resume and job matching system uses cutting edge technology to connect employers and job seekers. Below are the steps to ensure employers can find your viewable resume.

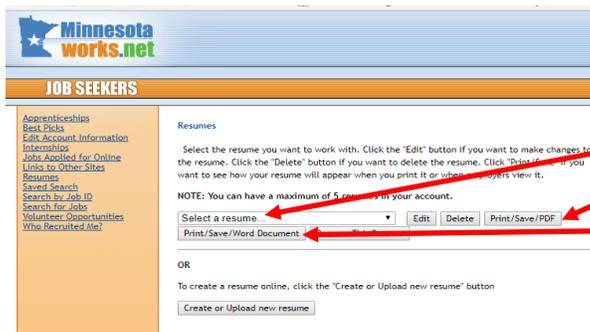
STEP ONE: Log in to your Job Seeker account

STEP TWO: Options for Entering a Resume

1. Select the "Resumes" link from navigation menu. Select "Create or Upload a Resume".
2. Select the "Create a Resume" button, then the "Next" button. Complete all required sections. *For the resume objective, start with a job title. When employers look at your resume, the first 4 words must convince them to select your resume.*
3. Use the "Paste from another open application" and then "Next" when you have a resume in an electronic file that you want to copy and past the text from.
4. The "Upload and existing Document" is used when
5. When the resume is complete, select the "Resume Completed - Display to employers" button



**SAVING** your resume to your computer. It is always a good idea to keep a copy of your resume/s on your hard drive.



After you log into your account and select Resumes from the navigation menu, you will be able to "Select a Resume" you want to save. And save it as either a PDF or a Word document.

PDF: documents saved in this format can not be altered or changes.

Word: documents saved in this format can be updated and changed as needed.



### STEP THREE: Search for Jobs

1. Select “Search for Jobs” from the navigation menu.

2. “Match Job Openings to Your Resume”. You can have up to 5 resumes saved. Select the one that best suits the type of jobs you will be searching for.

3. “Search by Geographic Location”. Use the options to select what region or regions you would like to work in.

4. “Include other criteria”. Complete this section to refine your search.

5. “Search”.

Happy Job Hunting  
And  
Good Luck

CNA students need to bring a copy of their resume to the ABE office to be put in their file. For funding and grant purposes, CNA students are asked to keep the ABE office updated on their employment and continuing education.

607 West Main Street  
Marshall, MN 56258-3021

**Telephone:**  
507-476-4040

**Hours of Operation:**  
8:00 a.m. to 4:30 p.m.  
Monday – Friday

