

# Five steps: How to upload your resume to IdahoWorks

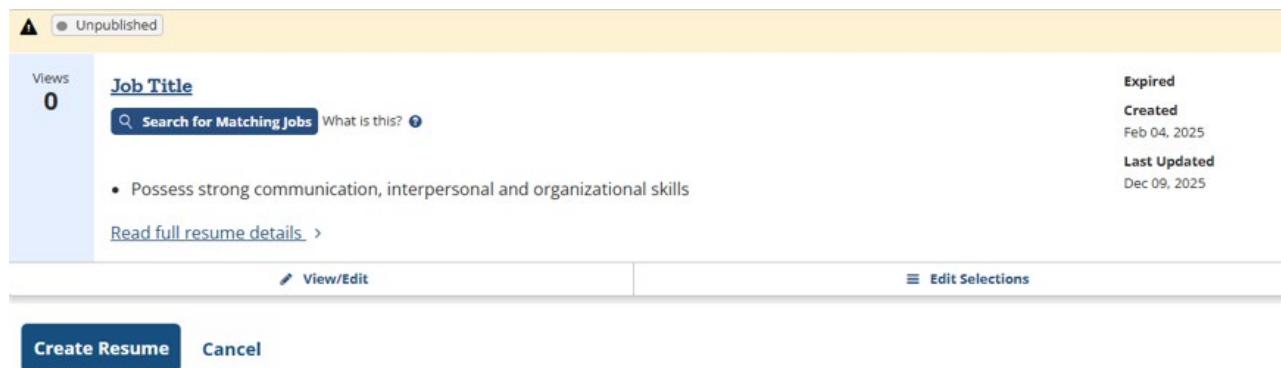
IDAHO  
DEPT. OF LABOR

Uploading your resume to IdahoWorks helps employers find you, increasing your opportunity to find employment.

1. Navigate to the **My Resumes** tab, located on the left-hand side of IdahoWorks.



2. Click the **Create Resume** button at the bottom of the page.



3. Be sure to **title your resume**. Employers can use your title to easily find your resume. However, instead of using your name or 'resume,' title it with the job you would like to obtain.

## Resume Information

**Resume Title** (required)

This is the title that displays to employers in the Resume Search. Each of your resumes must have a unique title. It should be relevant to the type of work you are seeking and advertise your skills as a job seeker.

**Occupation** (required)

Enter a keyword or O\*NET code for the occupation. [Search for O\\*NET Codes](#)

4. If you already have your resume prepared, upload it by clicking the **Select File to Upload** button.

Resume Upload

**Select File to Upload** Please Select File

The file must be a PDF, Microsoft Word, Microsoft WordPad, or LibreOffice Writer document (.pdf, .doc, or .docx), no larger than 10 MB.

**Create Resume** Cancel

5. Once you've uploaded your resume, click the **Search for Matching Jobs** tab to let IdahoWorks help you search and match with suitable positions.

⚠ Unpublished

Views 0 Job Title **Expired**  
Search for Matching Jobs What is this? ?

Created Feb 04, 2025  
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- Possess strong communication, interpersonal and organizational skills

[Read full resume details >](#)

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## Additional information

Need additional help with your job search?

Visit our local office directory at [labor.idaho.gov/officedirectory](http://labor.idaho.gov/officedirectory) for more resources and other department services. Walk-in hours and personal appointments with a workforce consultant are available at mobile locations throughout Idaho.