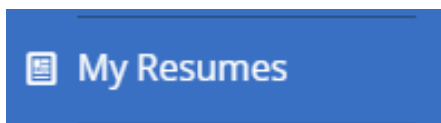


Five steps: How to upload your resume to IdahoWorks

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.

A screenshot of the IdahoWorks interface. At the top, a yellow banner says "Unpublished". Below, a resume is shown with a "Job Title" field, a "Search for Matching Jobs" button, and a list of skills: "Possess strong communication, interpersonal and organizational skills". A "Read full resume details" link is also present. On the right, a sidebar shows "Expired", "Created Feb 04, 2025", and "Last Updated Dec 09, 2025". At the bottom, there are "View/Edit" and "Edit Selections" links, and a "Create Resume" button next to a "Cancel" link.

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Unpublished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

Search for Matching Jobs

What is this?

- Possess strong communication, interpersonal and organizational skills

[Read full resume details](#) >

Expired

Created
Feb 04, 2025

Last Updated
Dec 09, 2025

View/Edit

Edit Selections

Additional information

Need additional help with your job search?

Visit our local office directory at 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.