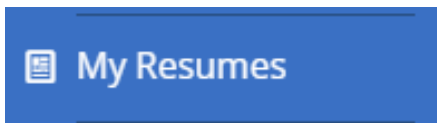


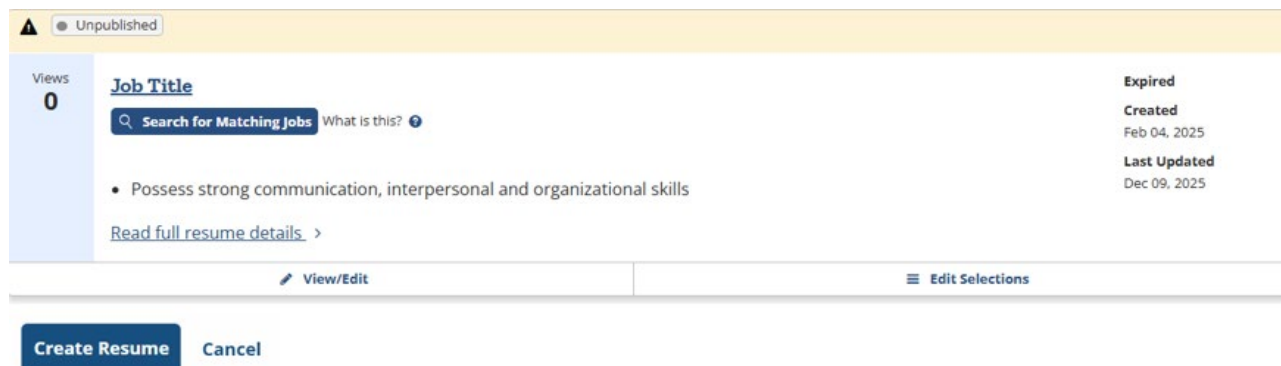
# Five steps: How to upload your resume to IdahoWorks

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.



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

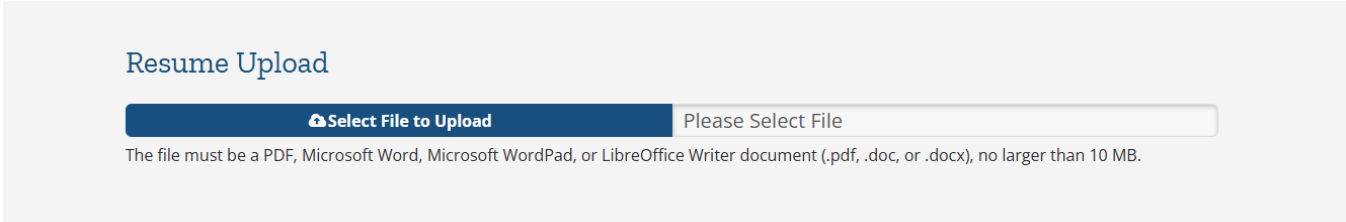
### Resume Title (required)

**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)

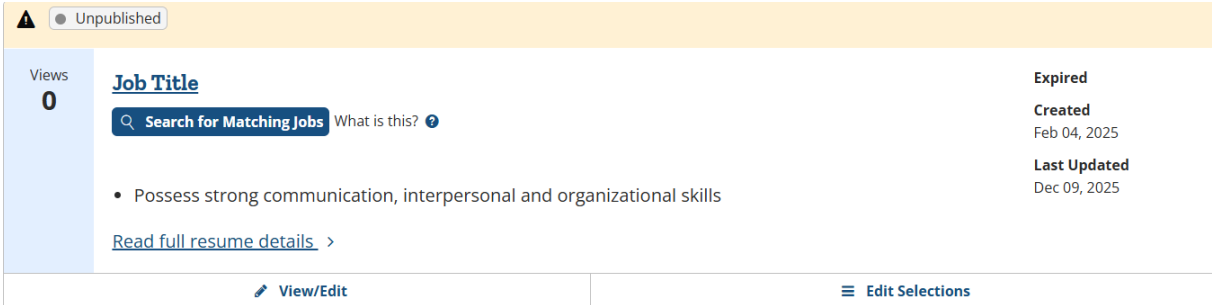
Enter a keyword or O\*NET code for the occupation. [Search for O\\*NET Codes](#)

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



**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.



### Additional information

Need additional help with your job search?

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