



Quickstart Resources

Following are a few things to help you get a “Quickstart” on getting back into the workforce. Most of these items will require a computer and typing skills.

Computer access – You can use a computer in the Career Resource Center at any Illinois workNet Center, your public library and some networking groups or job clubs.

Typing Tutor – If you need to learn how to type, Mavis Beacon is an excellent tool. Mavis Beacon is on all of the computers in the Career Resource Centers at the Illinois workNet Centers in our area. Or if you can access the internet at home, you may wish to try some online options. www.learn2type.com offers a free typing tutor, as well as, 10-key tutor.

Update your resume – There are many tools for you to create or update your resume. The Career Specialists in the Career Resource Centers will help you show off your skills on your resume by using WinWay.

Create an Illinois workNet Profile – www.illinoisworknet.com - This can help you:

- improve your ability to **find and get the right job** through your **career planner**,
- **create and store resumes**,
- learn more about your **skills and interests**,
- save **information that is important to you** with **shortcuts**, and
- ensure you always see the **latest local information for your area throughout the site**.

Create an Illinois Skillsmatch Profile – www.illinoisskillsmatch.com If you filed for unemployment on-line you may have already completed an ISM profile. By establishing this profile you will be connected with the jobs that have been entered by businesses in the state job bank.

Export your resume into www.Careerbuilder.com or www.monster.com.

Start looking for jobs in job search Aggregators (*these sites search by key word many sites and compile them all into one list.*) like www.indeed.com or www.simplyhired.com. For a full list of job listing websites visit www.kcdee.org/jobsearch.html.

Start Networking – There are several opportunities for you to network. The more you network, the more opportunity you will have to connect with someone who may have a job opening just for you. You can find a list of Networking and Job Clubs in the area by going to www.kcdee.org/workshops.html Look in the right hand column. The other option, especially if you are comfortable with the internet and already have a number of email contacts, is to create a LinkedIn profile at www.linkedin.com.

Workshops – There are a number of free workshops available to you at the Illinois workNet Centers. They include resume workshops and others that will provide useful information in your upcoming search.