

CareerTech Resume Checklist in Oklahoma Job Link

www.oklahomajoblink.com

1. Go to www.oklahomajoblink.com	<input type="checkbox"/>
2. Have students create a job seeker account. Click on “Create Account” and choose Job Seeker.	<input type="checkbox"/>
3. Have students register in Oklahoma Job Link by completing the “Register with Job Service” section from the “My Home” page.	<input type="checkbox"/>
4. Input the resume sections by using the link “Let Oklahoma Job Link Guide You” in the “My Resume” section.	<input type="checkbox"/>
a. Education	<input type="checkbox"/>
b. Work History	<input type="checkbox"/>
c. Objectives – be sure to include a good objective statement or summary of qualifications	<input type="checkbox"/>
d. Talents – optional, but a nice feature for employers to view	<input type="checkbox"/>
e. Preferences – “Full Display” recommended on disclosure level for employer viewing, and “Yes” selected for employers searching on work history	<input type="checkbox"/>
f. Additional	<input type="checkbox"/>
g. CareerTech – The main event! Input programs or courses for your technology center.	<input type="checkbox"/>
h. Print Preview – where you go to spell check and view your resume.	<input type="checkbox"/>