HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

Resume Engine Checklist

VET TEC Graduates

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Welcome to Resume Engine! This tool will allow you to build an online platform that will allow VET TEC employers and other military-ready companies to more efficiently receive, sort, and review resumes.

Getting Started

☐ Visit ResumeEngine.org and click the Sign Up link in the upper right corner. Choose the **Email** option and create your account using the <u>same e-mail address</u> that you used when you applied online for VET TEC.

Create Account or Sign In   ✕

Click an option below to sign into an existing account or create a new account

Linked in

Facebook

Email

✔ **I agree to all of Hiring Our Heroes and FASTPORT's Terms and Conditions and Privacy Policies.**

✔ **Send me messages that will help with my transition, including tips and even introductions to participating employers.**

One Hiring Our Heroes Account Gives You Access to All Tools.

☐   Go to your email inbox and click the link in the email to confirm your account. The link will take you to your Resume Engine account.

Completing Your Profile

☐   Once you've followed the link and logged in to your account , click on the account icon in the upper right corner and select "My Profile" from the drop down menu. A profile creation wizard will pop up:

Complete Personal Info   ✕

Instructions: Please completely fill out your personal information to make it easier to match you with positions that fit your skills and experience. It is critical to list all of the cities where you prefer working, even if you che ... **Read more**   ✕

Email	hiringourheroes@gmail.com
First Name	G.I.
Last Name	Joe
Mobile	🇺🇸 ▾ +12026803258
Account Type	Serving or Have Served ⌄
Military Branch	Marine Corps ⌄
Military Status	Active Service (Transitioning) ⌄
Rank	E5 - Sergeant ⌄
Military Speciality	0311 - Rifleman ⌄
Security Clearance	No Clearance ⌄

☐   Fill in the profile fields. Ensuring your profile is as complete as possible since the profile attributes are searchable by prospective employers. Once you've filled in your profile details, scroll to the bottom of the profile popup and select the button on the right that says "Save Profile and Upload Existing Resume."

Complete Personal Info   ✕

Military Speciality	0311 - Rifleman ⌄
Security Clearance	No Clearance ⌄
Prefer to Work Near	Quantico, VA ✕ City, ST
Foreign Language	☐
Willing to Relocate	☑
Prefer Telecommuting	☐
Exit Date	📅 10/28/2016

One more step...upload or build your resume with Resume Engine.

Save Profile & Create Digital Resume   **Save Profile & Upload Existing Resume**

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Uploading Your Resume

☐ In the Upload Your Resume popup window, click Browse, then select the resume version you'd like to upload from your computer. Please note that only PDF resumes will be accepted by the system. If you'd like to update your resume at a later time, simply click "Delete Uploaded Resume" and then repeat the upload process to select a new resume version.

Upload Your Resume ✕

To use a resume that you've already prepared, please click the "Browse" button to upload it (PDF only). Please note that, while this is a great start, plan to manually enter all of your resume details into this system so that you benefit from all of its features, such as mobile-phone formatted resumes, the ability for qualified HR professionals to suggest changes, as well as more interest from employers. Remember, you can always switch back to the standard view by clicking "Delete Uploaded Resume" at any time.

Browse...

☐ Once you've uploaded your resume, you'll want to fill out a few additional sections to populate the fields on the profile card employers see before they open your resume:

G.I. Joe
Veteran > Active Duty

- 💼 29 Yrs Expr
- ⚒ College Graduate
- 🎓 Graduate Degree
- 👥 Army
- ⚔ 12B: Combat Engineer
- ★ E7 Military Pay Grade
- 📅 29 Yrs Military Expr

- ✳ Secret Clearance
- ★ 15 Military Honors
- 📋 14 Highlighted Skills
- ↑ 6 Military Progressions
- ⤢ 2 Yrs of College
- 🕐 2 Yrs of Graduate School
- ☁ Uploaded Resume

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Profile & Search Tips for VET TEC Graduates

In particular, VET TEC graduates should be sure to fill out the Skills, Work Experience, Military Honors, and Education sections, as these sections feed into the profile cards and are searchable by employers.

☐ **Skills**

The skills you add to your profile in the section can be searched by employers, and the total number of skills you add will display on your profile card. Focus on adding around 20-30 skills that are relevant to the type of work you'd like to do in your career.

1. Click the Add Skills button at the bottom of the Skills section.
2. Choose the type of skill you'd like to add to your profile.
3. Click Add Using Skills Picker. Once in the Skills Picker, you can search or skills by MOS, job title, or keyword. Focus on adding skills that are relevant to the field in which you're seeking employment, then click Save in the Skills Picker window to add the skills to your profile.
4. Click Save again, and return to your profile.

☐ **Work Experience**

The military specialty you choose in this section will show on your profile card, as will the total years of military experience. If you have civilian work experience, the total years of civilian work experience you include in this section will show on your profile card.

1. Because candidates are uploading a resume with a detailed work history, the Work Experience section need only convey your total amount of military and civilian experience.
2. To add your military work history, click Add Experience, then choose Military Experience from the dropdown. Enter your branch, service status, current rank, and military specialty, then add the date you joined the military as the start date. Add your ETS date as the end date. Click Save.
3. If you also have civilian work experience, click Add Experience again, then add the employer, job title, and start and end dates for your civilian work experience. Click Save.

☐ **Military Honors**

The total number of military honors you select in this section will display on your profile card.

1. Click Add Military Honors, then choose your service branch in the dropdown menu. Click on any military awards and honors you have earned during your time in service.
2. Scroll through the screens using the arrow keys, or use the search box to find specific awards quickly. Once you've selected the appropriate honors, click Save.

☐ **Education**

The total number of years of college, graduate, military, and/or trade school education will appear on your profile card, as will College Graduate status. Your educational attainment, degree or certificate, and field of study are searchable by potential employers.

1. Click Add Education, then select the type of education you'd like to add to your profile.
2. Follow the on-screen prompts for the specific type of education you're adding. Pay special attention to the start and end dates, as those are used to calculate the total number of years of education shown on your profile. For each educational experience you add, be sure to check the Graduated box if you have graduated from the school or program. Click Save after you enter each educational experience.

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Technical support is available within Resume Engine as well – just click the Chat button in the lower right hand corner of the profile wizard screen to start chatting or email support@hiringourheroes.org.