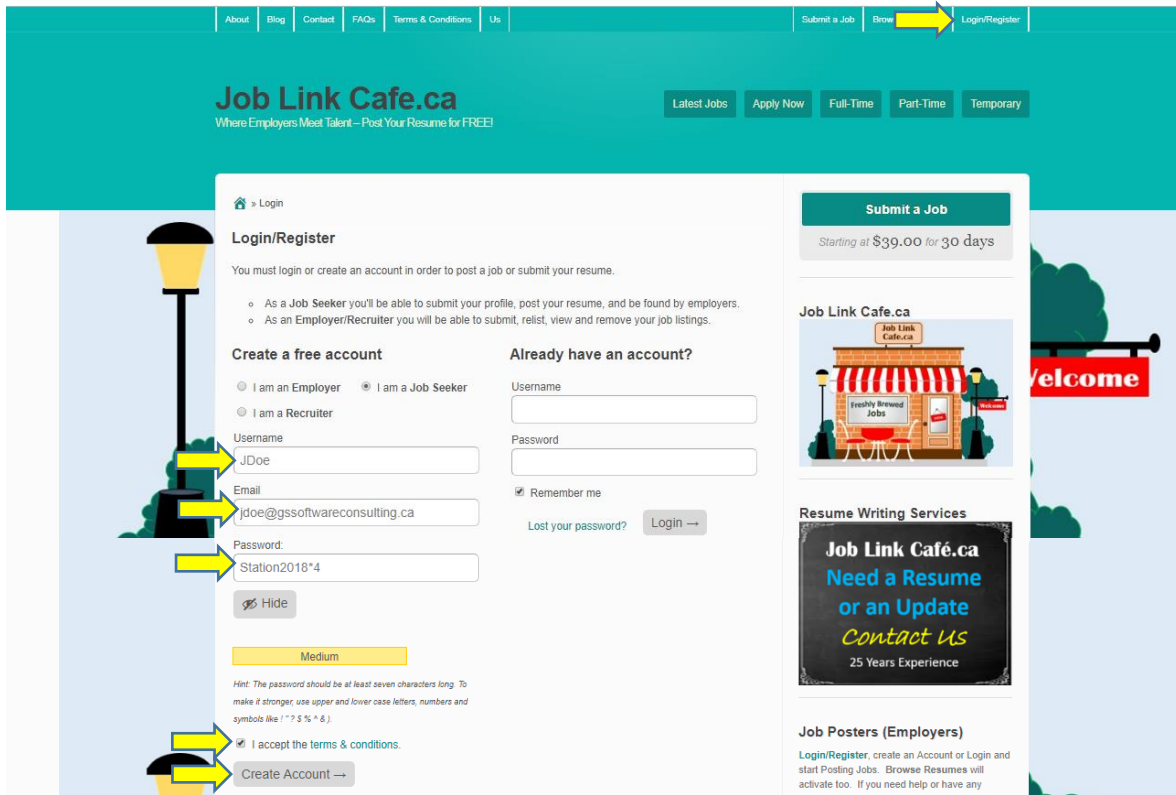




**Create Your Free Account:**

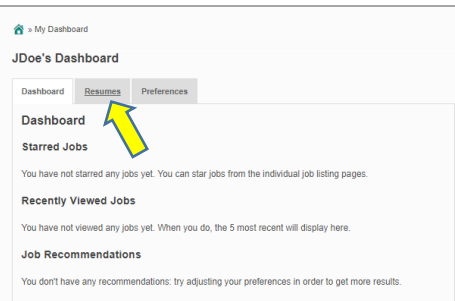
- |   |   |   |  |   |   |   |
|---|---|---|--|---|---|---|
| <p><b>1</b><br/>Click<br/><b>Login/Register</b></p> | <p><b>2</b><br/>Click <input checked="" type="radio"/> <b>I am a<br/>Job Seeker</b></p> | <p><b>3</b><br/>Enter<br/><b>Username</b> ●</p> | <p><b>4</b><br/>Enter<br/><b>Email</b> ■</p> | <p><b>5</b><br/>Enter<br/><b>Password</b></p> | <p><b>6</b><br/>Click <input checked="" type="radio"/> <b>I<br/>accept the<br/>terms and<br/>conditions</b></p> | <p><b>7</b><br/>Click<br/><b>Create<br/>Account</b></p> |
|---|---|---|--|---|---|---|

- *Your Username will be displayed with your resume listing so be vague if you need to be*
- *This email address will only be used by Job Link Café.ca to contact you and will not be visible on your resume unless you add it*

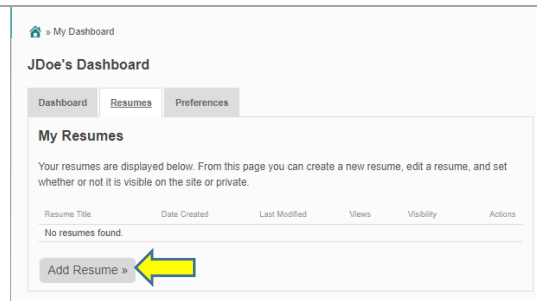


**Create Your Resume:**

**8.** Click **Resumes** folder tab.



**9.** Click **Add Resumes** button.





## 10. Add your Resume details

- Name your resume – only visible to you. Add a logo graphic if you have one, add a desired salary and job type (optional).

- Add your Skills & Specialities.

**Skills** – press Enter key after each entry  
**Specialities** – insert a comma and press Enter after each entry (will work like website keywords)  
**Language** – be sure to include at least one

- Optionally include your Contact information.

- Click Save button when done - a preview will open.

- For location - enter just the City and Province, click the Find Address Location button to pin the map.

- Make your resume Public by selecting click here to publish link. If you choose to not add you contact info, it will be blank.

- Describe or list your Education using bullets.

At any time, Login and go to your own **My Dashboard**. Toggle your resume from Private to Public self-serve.

- Describe or list your work Experience.

**Congratulations!** Your 1-page Resume is now ready for Employers to find you.

**Tip:** Copy the website address for your resume and share

If you have any questions or need help, [contact](http://www.joblinkcafe.ca) Job Link Café.ca – we are here to make your Job connections happen