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## America's Job Bank

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America's Job Bank ([www.ajb.org](http://www.ajb.org)) was created to serve the needs of the technology generation. It is the world's largest online recruitment center, posting more than 1.4 million job openings daily. That is four times the number offered by any other online job listing web site.

AJB is powered by a coalition of State Workforce Development Agencies. This means that you have access to jobs around the corner from your house or 3,000 miles away. The job openings cover a full range of opportunities, from professional to technical to management to clerical. America's Job Bank has jobs at every level of expertise and interest.

America's Job Bank gives you access like no other online recruitment center. Users can perform targeted and general national and international job searches, post resumes online, and learn more about hot industries, career choices, and opportunities. AJB is the most effective career resource. In fact, *Newsweek* has rated AJB as one of its top 50 favorite web sites.

America's Job Bank offers extensive and authoritative information to help you learn more about career choices and opportunities. With a database amassed and updated from various sources, including the U.S. Bureau of Labor Statistics, you can easily gain insights to occupational trends, state and employer profiles, and other resources valuable for planning career moves.

America's Job Bank is the foundation of a powerful tool kit of employment resources—America's Career Kit. The other two elements of the kit that are linked to the AJB web site are:

**America's Career InfoNet** ([www.acinet.org](http://www.acinet.org)), an online guide to the latest industry trends and job opportunities with searchable and comprehensive data on career-related and labor market information. It offers:

- *National employment trends* highlighting the fastest growing jobs and occupations, the fastest growing industries, and industry-specific wages.
- *Information on employers* across the nation.
- *State profiles* providing insight into each state's fastest growing industries and largest employers. Users can also find relocating tips, states' prevailing wages, and the cost of living throughout the U.S.
- *A career resource library* that links you to other career web sites, tips on choosing a career, and tips on job hunting.

**America's Learning Exchange** ([www.alx.org](http://www.alx.org)), an online clearinghouse of information on training and education. You will find everything from traditional classroom-based training to leading-edge distance learning and Web-based instruction. Resources include:

- *Searchable listings* on seminars, workshops, and training classes across the U.S.
- *Lists of trainers* and descriptions of their organizations and program offerings.
- *Accreditation and certification catalogs*, including a list of the occupational licensing requirements of selected states.
- *Financial aid* information.



America's Job Bank is a successful public-private partnership between employers, State Workforce Development Agencies, and the U.S. Department of Labor. Previously, State Workforce Development Agencies had been sharing job postings from employers in their home states with other Agencies across the country. With the advent of the Internet, local and State Workforce Development Agencies consolidated their employment listings into a single online national database that allows job seekers to look for work in their home state, and in other states as well.

The State Workforce Development Agencies, with the support of U.S. Department of Labor, have created a computerized job recruitment center that is truly national in scope and local in depth. Launched in 1995, AJB was one of the first online web sites to offer employers and job seekers the opportunity to seek each other out on an unprecedented, national scale.

As a college student, you will find America's Job Bank is a valuable tool in your career search. Using this online resource, you can perfect your resume and cover letters, search through over 1.4 million job openings, and access helpful career and occupational information. America's Job Bank is the key to finding your dream job!



## America's Job Bank is:

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- **Huge.** AJB is the world's largest online recruiting center, offering 1.4 million jobs daily.
- **Active.** More than 400,000 searches are conducted each day.
- **Reciprocal.** America's Job Bank helps employers find job seekers; more than 1.5 million job seekers are registered.
- **Authoritative.** AJB offers a richer source of employment data and resources than any other Internet job board.
- **Expansive.** America's Job Bank lists jobs from all over the country in all fields of work.
- **Multifaceted.** AJB provides extensive information and links to education and job-training resources, from traditional classroom-based training to leading-edge distance learning and multimedia instructional materials.
- **Helpful.** America's Job Bank users have access to free assistance from any of the 1,800 state-run employment offices across the country.
- **Collaborative.** AJB is a partnership between the State Workforce Development Agencies in all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands, and the U.S. Department of Labor.
- **Established.** America's Job Bank has been online since 1995.
- **Free to Use.** AJB is the only leading online job board that is free to use for both employers and job seekers.



## Services Available to Job Seekers

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America's Job Bank network offers many levels of service to all job seekers. AJB is an invaluable tool for every college student and recent grad. At the basic level, a job seeker has the ability to conduct a search for all types of job openings across the nation. The higher level allows a job seeker to create and submit a resume to the system and conduct and save customized job searches. AJB also offers links to America's Career InfoNet and America's Learning eXchange.

### Searching for Jobs:

You can search for jobs on America's Job Bank without registering. But, you must register to submit your resume and apply for jobs found on AJB. There are four alternatives available to conduct a search of the America's Job Bank database. Each offers several optional advanced search criteria, including job location, job seeker's education and experience, job duration, and minimum salary required.

- 1. Occupation Search:** AJB offers 22 broad occupational areas to search from. Job seekers can conduct an occupation search by refining the criteria to a specific occupational group (refer to the section on Occupation Searches for more information).
- 2. Keyword Search:** Allows job seekers to search by words important for the position being sought. The search will retrieve all jobs containing the words that appear in the Job Title, the Certificates/Licenses Required, or the Type of Education Required sections of the job listing (refer to the section on Keyword Searches for more information).
- 3. Military Code Search:** Provides those job seekers with a military background the option to enter their Military Occupational Code and conduct a search for any equivalent civilian jobs that are open.
- 4. Job Number Search:** For job seekers who have previously conducted a search on America's Job Bank and found a specific job that they wish to recall and review. By entering the 9 character job number, they can go immediately to that job description (if it is still available).

In addition to the job search function, AJB offers several links to other Job sites.

- **State Sites:** Although all states are a part of this system, many provide additional job search assistance at their own web sites. This link will allow you to browse any of the state sites.
- **Employer Sites:** Employers may request a link from AJB to their site. AJB reviews each site to determine if there are specific jobs available and a method of applying. If the site meets these criteria, AJB will point directly to the Jobs/Employment page whenever possible.
- **Private Agencies:** Private agencies are handled in the same manner as Employers. When investigating agencies, job seekers should be aware that fees may be involved in some cases.



## Registration:

To obtain access to the higher level of services, you must register. This ensures your privacy and confidentiality of information, and also enables the system to track activity and provide you with this information. The registration process requires that you provide some standard contact information (name, address, telephone number), and then choose your own Username and Password. It is important that you remember the Username and Password since you will be asked for them each time you use the system.

Once registered, you will have access to the following services:

### Customized Job Searches

As a registered job seeker, all of the searches described above are available to you, and you will be able to create any standard searches that meet your needs and store them for use whenever you return to the system, saving you time during future visits. Additionally, AJB will keep track of the last date the search was performed and how many jobs were accessed, so you can tailor the search for specific periods of time to avoid duplicate results.

### Job Scout

Job Scout is a special search feature for job seekers. It provides the ability to automatically perform saved job searches. When these job searches are run, any new matches will generate a notification to you. To use Job Scout, you need to register, and create and save a job search.

### Cover Letters

Once registered, you have the ability to create cover letters for each job for which you are applying. You can create and save up to 3 letters on the AJB system. After writing your cover letter using the tips found on this CD ROM, simply paste the text into the space and click *save*. You are limited to 2,000 characters.

### Resume Builder

Using the Resume Builder on America's Job Bank, you can create and save your resume for employers to review and also to apply for jobs you find. Refer to the section on Resume Builder to learn how to submit your resume to the AJB system.



## How to Register with AJB

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In order to take full advantage of all of the services provided by America's Job Bank, you must register. These services include searching for jobs, creating cover letters, and posting your resume. It only takes a few minutes to gain access to all these great and helpful services.

To register, simply click on *register* and fill out each of the following sections of information. Once you have completed each page, click on *next* to continue the registration process or *prev* to return to the previous page if you need to make corrections.

### Code of Conduct and Privacy Policy

You must read and agree to the code of conduct and privacy policy of America's Job Bank before using the services. Once you have done this, click on *yes* to continue.

### Personal Information

At this page, fill in all the required fields, including your name and address. Keep in mind that AJB will not release your personal information unless you give consent and will not sell your personal information to mailing lists. Click *next* to continue.

### Email Contact Information

Enter your email address to easily retrieve forgotten passwords and to receive electronic job updates. You can click on either the *yes* or *no* option to receive notices of new features, services, and opportunities.

### Contact Information

Fill in your primary and/or secondary phone number where potential employers can contact you.

### Citizenship and Veteran Status

Click on your citizenship status and also whether you have been at any time a member of the U.S. military.

### Your Username and Password

Create your own unique username and password that will be your key to finding your dream job. Make sure to use a name that is easy to remember. It is also a good idea to write down your chosen name and password for future reference.

### Forget your password?

If you do forget your password at any time, AJB will email it to you.



Dream  
Job

Simply go to the job seekers page and under the *Log In* button, there is a link to the password retrieval page. Enter in your username and click on *Retrieve Password*. Your password will be sent to the email address you gave when registering.



### **Congratulations!**

You now have more than 1.4 million job openings at your fingertips! Now that you have officially registered with America's Job Bank, you will be able to search for jobs in all states and all over the world!





## How to Perform Job Searches: Occupation Search

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The occupation search feature allows you to explore the job listings in the America's Job Bank database by selecting an occupation and other search criteria such as location and salary. The best way to learn how to search for jobs on AJB is to complete a few practice searches on the web site.

Although you may search for a job based on one of 22 broad occupational families, you also have the option of narrowing the search to specific occupations within a given family. Click on the *Select Job Title* button to display a list of occupational families. An occupational family is labeled with a folder icon and a “pointing finger” icon. To perform a search using the entire occupational family, click on the family’s “pointing finger” icon. To display specific occupations within a family, click on the family’s folder icon. Occupation titles are labeled with the “pointing finger” icon only; to perform a search using a specific occupation, click on this icon.

When you have selected an occupational family or specific occupation, it will be displayed on the original search screen. Now you choose a State or Territory in which you want to focus your search by clicking on the *Select A State* drop-down list. You can also choose *more location options* to increase your location search choices—including more states, nationwide, or zip code search.

Once you have selected an occupation and a location, you can perform the search by clicking on the *Search Now* button. You have the option to choose how many job listings will be grouped on each page of search results (you can choose to view search results in groups of 10, 25, 50, or 100 listings). The default selection for this field is 10.

### Save your search

You can save your search by entering a name for the search in the *To save this search* field (up to 40 characters), and clicking on the *Save Search* button. You can retrieve your saved information via the Saved Searches and Job Scout features.

### Refine your search

To refine your search by imposing more specific location search criteria, click on the *More Location Options* button. This screen offers four location search options. You can only select one of these options for any search:

- **Within\_\_miles of a 5-digit USPS Zip Code:** the drop-down list featured in this option allows you to specify the distance from a specific zip code (5, 10, 25, 50, or 100 miles) in which you would like to search for jobs. Enter a five-digit zip code for the area in or around where you wish to work. If you don't know the zip code, click on the *Find A Zip Code* button for assistance. To use



the Zip Code Locator, enter a full or partial city name, select a State from the drop-down list, and click on the *Find Cities* button. A list of cities and their corresponding zip codes will be displayed. From this, select the button for the desired zip code in this list and click on the *Use Selected Zip Code* button, and the selected zip code will be displayed in the field on the first screen.

- **Select up to three States/Territories:** use the drop-down list(s) to select one or more States in which to conduct the search.
- **Nationwide:** click on the nationwide button to select this option. Unless this option is combined with other search criteria, you may find too many job orders! America's Job Bank places a limit of 250 results for a nationwide search.
- **International:** click on the international button to select this option. Any job that has been listed with AJB from outside the U.S. will match this search. You will have to review the results to determine if the country where a particular job is located is one in which you want to work.

You then have the option of executing or saving your search, as explained above, or of using advanced search criteria to further refine your search. To conduct an advanced search, click on the *More Refinement Options* button. The advanced criteria include:

- **New Jobs:** to search for jobs that have been created or updated within a certain number of days, click on the check box for new jobs and select the desired number of days from this drop-down list (from 1 day to 60 days).
- **Education:** to search only for jobs that require a specific level of education, click on the check box and select the desired education level from this drop-down list.
- **Experience:** to search only for jobs that require a specific number of months of experience, click on the check box and enter the desired number of months in this field (up to four characters).
- **Duration:** to search only for jobs of a specific duration (Full Time, Part Time, Regular, Temporary), click on the check box and select the desired duration from this drop-down list. If you are willing to accept a job of any duration, do not select this option.
- **Salary Range:** to search for jobs within a specified salary range, click on the check box and enter your minimum and maximum desired salary in whole dollar and cent amounts (up to 7 numeric characters) in this field. Do not enter commas or dollar signs. The minimum and maximum salary values are used in conjunction with the selected salary unit to determine your desired pay range. The drop-down list allows you to choose the appropriate salary unit (hour, day, week, month, or year). If you require only a minimum salary level, enter that amount in the first salary field. Only jobs that specify that salary or higher will match. If you wish to enter only a maximum salary level, enter that amount in the second salary field. Only jobs that specify a lower salary will match. A job listing in which the employer does



not specify any salary range will not be considered if you use salary as a criteria. *You should use this selection with care to avoid eliminating many potential job matches.*

You will now have the option of executing or saving your search as explained above.



### The Job List

A successful search will produce a Job List. This list displays the total number of matches that occurred, and will list the first group of matching job listings. Each job listing will include:

- **Title**— the job title entered on the job order.
- **Location**— the job location entered on the job order.
- **Salary**— the salary range, if any, entered on the job order.
- **Education**— the education requirements, if any, entered on the job order.
- **Experience**— the experience requirements, if any, entered on the job order.
- **Full time / Part time**— whether the job is full time or part time, as indicated on the job order.
- **Regular / Temporary**— whether the job is regular or temporary, as indicated on the job order.

You can sort each group of jobs according to any combination of the following criteria:

| State | City | Title | Salary | Duration | New Jobs |
|-------|------|-------|--------|----------|----------|
|-------|------|-------|--------|----------|----------|

Sorts are made on the entire list of matching jobs that resulted from your search, not just the ones currently visible in the list. Select the desired sort criteria from the drop-down lists above the job list, and click on the *Sort Jobs* button.

If your Job List does not display all the jobs returned from your search, the *Jump To Jobs* button and drop-down list allows you to jump between groups of job listings. To use this feature, select the desired group of jobs from the drop-down list and click on the *Jump To Jobs* button.

You may select any job you wish to review by clicking on the “eye” icon to the left of the job’s list entry. Descriptions will vary for a variety of reasons; but generally speaking, recruitment is done in accordance with the instructions of the employer. For this reason, certain information such as salary and employer name is not always provided. You may be able to view more employer information for the job by clicking on the *View Company Info* button below the job description.

If you wish to apply for a position, click on the *How To Apply* button below the job description, and follow the instructions provided on the Internet Referral screen. In some cases, instructions on the job description may conflict with these instructions. Please follow the instructions on the Internet Referral screen. In most cases you will need to fill out the form, print it out, attach your resume, and mail or fax it to the address or number provided.

You can build a list of jobs—called “My Jobs”—in which you are interested by clicking on *My Jobs* checkbox in the Job List (a check mark in the check box indicates that the job is selected), or by clicking





on the *Add To My Jobs* button below the job description. You can view your list of jobs by clicking on the *My Jobs* button below the Job List, below the job description, or on the Internet Referral screen.



The *Refine Search* and *New Search* buttons allow you to return to the search definition screens to edit the current search or create a new search. These buttons are available from the Job List, the job description, and the Internet Referral screen.



# How to Perform Job Searches: Keyword Search

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This search allows you to explore the job listings in America's Job Bank by entering a key word or group of key words. The search is conducted against 3 specific sections of each job order:

| Title | Degree/Formal Training | Licenses/Certificates |
|-------|------------------------|-----------------------|
|-------|------------------------|-----------------------|

Enter a word or phrase in the desired field(s), and select the button indicating whether you want all or any of the entered words to be present on the job order. Check your spelling carefully.

Once you have entered the key words for your search, select a location to search from the *Select A State* drop-down list. You can also choose *more location options* to increase your location search choices—including more states, nationwide, or zip code search. For more information on this, refer to the “refine your search” section.

Once you have entered your keyword(s) and selected a State or Territory, you can perform the search by clicking on the *Search Now* button. You have the option to choose how many job listings will be grouped on each page of search results (you can choose to view search results in groups of 10, 25, 50, or 100 listings). The default selection for this field is 10.

## Save your search

You can save your search by entering a name for the search in the *To save this search* field (up to 40 characters), and clicking on the *Save Search* button. You can retrieve your saved information via the Saved Searches and Job Scout features.

## Refine your search

To refine your search by imposing more specific location search criteria, click on the *More Location Options* button. This screen offers four location search options. You can only select one of these options for any search:

- **Within\_\_miles of a 5-digit USPS Zip Code:** the drop-down list featured in this option allows you to specify the distance from a specific zip code (5, 10, 25, 50, or 100 miles) in which you would like to search for jobs. Enter a five-digit zip code for the area in or around where you wish to work. If you don't know the zip code, click on the *Find A Zip Code* button for assistance. To use the Zip Code Locator, enter a full or partial city name, select a State from the drop-down list, and click on the *Find Cities* button. A list of cities and their corresponding zip codes will be displayed. From this, select the button for the desired zip code in this list and click on the *Use Selected Zip Code* button, and the selected zip code will be displayed in the field on the first screen.



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- **Select up to three States/Territories:** use the drop-down list(s) to select one or more States in which to conduct the search.
- **Nationwide:** click on the nationwide button to select this option. Unless this option is combined with other search criteria, you may find too many job orders! America's Job Bank places a limit of 250 results for a nationwide search.
- **International:** click on the international button to select this option. Any job that has been listed with **AJB** from outside the U.S. will match this search. You will have to review the results to determine if the country where a particular job is located is one in which you want to work.

You then have the option of executing or saving your search, as explained above, or of using advanced search criteria to further refine your search. To conduct an advanced search, click on the *More Refinement Options* button. The advanced criteria include:

- **New Jobs:** to search for jobs that have been created or updated within a certain number of days, click on the check box for new jobs and select the desired number of days from this drop-down list (from 1 day to 60 days).
- **Education:** to search only for jobs that require a specific level of education, click on the check box and select the desired education level from this drop-down list.
- **Experience:** to search only for jobs that require a specific number of months of experience, click on the check box and enter the desired number of months in this field (up to four characters).
- **Duration:** to search only for jobs of a specific duration (Full Time, Part Time, Regular, Temporary), click on the check box and select the desired duration from this drop-down list. If you are willing to accept a job of any duration, do not select this option.
- **Salary Range:** to search for jobs within a specified salary range, click on the check box and enter your minimum and maximum desired salary in whole dollar and cent amounts (up to 7 numeric characters) in this field. Do not enter commas or dollar signs. The minimum and maximum salary values are used in conjunction with the selected salary unit to determine your desired pay range. The drop-down list allows you to choose the appropriate salary unit (hour, day, week, month, or year). If you require only a minimum salary level, enter that amount in the first salary field. Only jobs that specify that salary or higher will match. If you wish to enter only a maximum salary level, enter that amount in the second salary field. Only jobs that specify a lower salary will match. A job listing in which the employer does not specify any salary range will not be considered if you use salary as a criteria. *You should use this selection with care to avoid eliminating many potential job matches.*

You will now have the option of executing or saving your search as explained above.



## The Job List

A successful search will produce a Job List. This list displays the total number of matches that occurred, and will list the first group of matching job listings. Each job listing will include:

- **Title**—the job title entered on the job order.
- **Location**—the job location entered on the job order.
- **Salary**—the salary range, if any, entered on the job order.
- **Education**—the education requirements, if any, entered on the job order.
- **Experience**—the experience requirements, if any, entered on the job order.
- **Full time / Part time**—whether the job is full time or part time, as indicated on the job order.
- **Regular / Temporary**—whether the job is regular or temporary, as indicated on the job order.

You can sort each group of jobs according to any combination of the following criteria:

| State | City | Title | Salary | Duration | New Jobs |
|-------|------|-------|--------|----------|----------|
|-------|------|-------|--------|----------|----------|

Sorts are made on the entire list of matching jobs that resulted from your search, not just the ones currently visible in the list. Select the desired sort criteria from the drop-down lists above the job list, and click on the *Sort Jobs* button.

If your Job List does not display all the jobs returned from your search, the *Jump To Jobs* button and drop-down list allows you to jump between groups of job listings. To use this feature, select the desired group of jobs from the drop-down list and click on the *Jump To Jobs* button.

You may select any job you wish to review by clicking on the “eye” icon to the left of the job’s list entry. Descriptions will vary for a variety of reasons; but generally speaking, recruitment is done in accordance with the instructions of the employer. For this reason, certain information such as salary and employer name is not always provided. You may be able to view more employer information for the job by clicking on the *View Company Info* button below the job description.

If you wish to apply for a position, click on the *How To Apply* button below the job description, and follow the instructions provided on the Internet Referral screen. In some cases, instructions on the job description may conflict with these instructions. Please follow the instructions on the Internet Referral screen. In most cases you will need to fill out the form, print it out, attach your resume, and mail or fax it to the address or number provided.

You can build a list of jobs—called “My Jobs”—in which you are interested by clicking on *My Jobs* checkbox in the Job List (a check mark in the check box indicates that the job is selected), or by clicking on the *Add To My Jobs* button below the job description. You can view your list of jobs by clicking on the *My Jobs* button below the Job List, below the job description, or on the Internet Referral screen.

The *Refine Search* and *New Search* buttons allow you to return to the search definition screens to edit the current search or create a new search. These buttons are available from the Job List, the job description, and the Internet Referral screen.



# Resume Builder

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The Resume Builder on America's Job Bank allows you to electronically submit your newly created resume to the employer of your dreams. Resume Builder offers 3 different ways to submit a resume:

- **The Traditional Resume** format has 12 sections. You do not have to fill out all 12 for a complete resume.
- **The Express Resume** format contains 5 sections, all of which are required.
- **The Open format** is comprised of 6 sections, all of which are required. There is a section in which you can enter an ASCII text version of your resume (refer to the section on "Creating Electronic Resumes" in this toolkit for tips on creating an ASCII text resume).

On the entry page for Resume Builder, choose which resume format you wish to submit (Traditional, Express, or Open), and click on the *Start* button.

To move through the Resume Builder, click on the navigation buttons at the bottom of the screen (the *Previous* and *Next* buttons). By clicking on the *Preview Resume* button, which is included on all screens, you can view all the information you have entered at any point in the process. After completing all the required sections, save your resume by clicking on the *Save* button.

## Resume Builder Sections

### Contact Information

Contact Information has 2 sections. On the first screen, you can select whether you want to prevent employers from viewing your contact information. You also may choose how you want employers to contact you, either by mail, phone, fax, and/or email. You have to choose at least one method. On the second Contact Information screen, your address information provided during your initial registration may be shown. You can add or change any of this information. You must complete this section to proceed further.

### Occupation

This section allows you to create a list of job titles in which you are interested. Clicking the *Add Job Title* button brings up a list of Job Categories. Clicking on a category within this list will reveal sub-categories and/or a list of Job Titles within that category (Job Categories are identified with a folder icon; Job Titles are identified with a "pointing finger" icon). Choose and click on a desired Job Title within these lists. The Job Titles you choose will be displayed on the original screen.

You must select at least one Job Title. Once one or more Job Titles have been selected, a *Delete Job Title* button will appear below each selected title(s). To delete a Job Title from your list, click on the Select radio button next to the Job Title you want to delete, and click *Delete Job Title*.





## Location

America's Job Bank offers you the choice of specifying where you want to work. To specify a job within a certain distance of up to three different zip codes, select the *Zip Code* option. To specify that you wish to work anywhere in up to six different States, select the *States* option. To specify that you wish to work anywhere in up to three different Countries (including the United States), select the *Countries* option.

If you select the zip code option, specify the distance from up to three specific zip codes (5, 10, 25, 50, or 100 miles) in which you would like to work. Next, enter a five-digit zip code for the area in or around where you wish to work. If you don't know the zip code, click on the *Find A Zip Code* button for assistance. To use the zip code Locator, enter a full or partial city name, select a State from the drop-down list, and click on the *Find Cities* button. From the list of cities and corresponding zip codes, select the radio button for the desired zip code in this list and click on the *Use Selected Zip Code* button. This zip code will be displayed in the field on the first screen.

If you use the States option, you can select up to three States in which you would like to work by choosing from the drop-down list.

If you select the Countries option, you can specify up to three Countries (including the United States) in which you would like to work. In each field, enter a desired Country's two-digit Country Code (e.g., U.S.). To select from a list of Countries, click the *Find Country Codes* button. To use the Country Finder, select the desired Country's name from the drop-down list, and click on the *Use Country Codes* button. The selected Country's code will be displayed in the field on the first screen.

## Job Objective

Type your Job Objective as you would like it to appear on your resume. This field has a limit of 2000 characters. Keep in mind that employers can conduct searches for this information. Try to be as specific as possible.

## Employment History

This is where you have a chance to describe your employment history. For each job you want to include, you must provide the following information:

- **Employer:** the name of the company at which you worked.
- **City, State, and Country:** the city, state, and country in which the job was located.
- **State:** select the state in which the job was located.
- **Job Title:** enter the title or titles of the job(s) you held with this company.
- **Start Date and End Date:** enter the date you started and finished working at this job (in mm/dd/yyyy format). If you are still employed, enter the current date.
- **Job Duties:** in as much detail as possible, enter your job duties and responsibilities (up to 2000 characters). Refer to the Resume section in this toolkit for guidance.



## Skills and Abilities

Enter any additional skills and abilities that are important in your job performance. Also provide information about any additional training you have received. You have a maximum of 4000 characters.

## Education

This section is broken up into 2 areas: Highest Level of Education and Schools Attended.

- **Highest Level of Education:** from this drop-down list, select the highest level of education that you have completed. This entry is used when you search against job order files and when employers search the AJB resume file. It does not appear on the resume itself. This is a required entry—*none selected* cannot be left in the field.

For each school you list, you must provide the following information:

- **Type of Education/Degree:** enter the type of degree/education you have obtained (e.g., Bachelors/Business Administration). If an entry is made in this field, then you must also choose an Issuing Institution/State/Country/Completion Date.
- **Course of Study:** enter your major course of study (e.g. Accounting). If an entry is made in this field, then entries are required in all other fields.
- **Issuing Institution/State/Country:** enter the name of the school, and the state and country in which it is located.

## Certificates and Licenses

In this section you can enter any other certificates or licenses you have received. For each entry, you should include the name of the organization that issued the certificate/license, where it is located (state and country), and the completion date.

## Honors and Activities

In this section you can describe any Honors you have received (civic awards, educational honors, etc.) or Activities you are involved in (volunteer work, clubs, youth activities, etc.) that you would like to appear on your resume. This field has a limit of 2000 characters.

## Salary

This section allows you to enter your minimum desired salary in whole dollar and cent amounts (up to 10 numeric characters). You do not need to enter commas or dollar signs. The Per drop-down list allows you to choose the appropriate salary unit (hour, day, week, month, or year). This entry is used for search purposes only. It does not appear on your resume. Although this is an optional entry, employers can use a salary range as a search criteria. If you have not entered a salary, your resume will not be considered for such a search.



### Notes

You should use this section for any additional information you would want an employer to know about you. You could explain any interruptions in your employment record or list any publications you have written. This information is not searched by the employer, but does appear on your resume when they review it. You have a maximum of 2000 characters.





# Frequently Asked Questions

## 1

### Registration Questions

#### How much does it cost to use America's Job Bank?

There is no charge to job seekers who submit their resumes or who search the jobs database.

#### Why should I register?

Although you can search the national job order database or any of the state job banks, you need to register to submit a resume to AJB or to save your own custom searches.

#### My Username/Password doesn't work (I've forgotten them). What should I do?

Don't panic! If you do forget your password at any time, AJB will email it to you! Go to the Job Seekers page and under the *Log In* button, click on the link to the password retrieval page. Simply enter in your username and click on *Retrieve Password*. Your password will be sent to the email address you gave when registering.

If you do not remember your Username or do not have an email address, contact the AJB Administrator or State Workforce Development Agency personnel by phone and they will assist you.

#### What safeguards exist to protect my privacy and the confidentiality of information?

While no system is 100% safe, we have taken many steps to protect your privacy. Once you pick your Username and Password, we encrypt them in the database so no one but you can access your records. Your personal information is only made available to employers who are registered and have been validated.

### Job Search Questions

#### Where do the jobs come from?

The America's Job Bank network is the national clearinghouse for the State Workforce Development Agencies. New orders are received from the states each day and the Internet database is updated each night. On average, more than 5,000 new jobs are received from the states each day. Additionally, many thousands of employers enter their jobs directly into the system in real time. Each day more than 3,000 new jobs are received directly from employers.



### **What is the best way to search for a job?**

There really is no best way. AJB provides four methods to search the database: keyword search, occupation search, military code search, and job number search. These options are outlined in detail in this section of the toolkit.

### **Why are the job descriptions so different?**

The system receives jobs from thousands of individual employers, State Workforce Development Agencies, employer human resource departments, and employment agencies. All have their own slightly different style for entering the data. Every effort is made to review the information to ensure it is sufficient to adequately describe the job.

### **Why isn't the Employer name on all the orders? Why can't I apply directly to the employer?**

Each employer determines the application process that best suits their needs. Some employers have requested an initial screening of applications, some employers do not wish to give their name and address, some do not want to receive email or faxes or phone calls. The system attempts to provide a way for job seekers to apply in the method most suited to the employer.

### **Why can't I find any jobs in my occupation? Can I get help with my search?**

Although the system lists millions of jobs every day, this is still just a small fraction of all jobs in the United States. The database is dynamic, with many thousands of jobs added each day, so if you don't find a job today, check back on a regular basis. If you are having problems using any of our searches, you may email us for assistance. You may also want to contact your nearest State Workforce Development Agency for job search assistance.

### **I have sent out many resumes, but not received any responses, why not?**

Finding a job is often a long and difficult process, but in order to be considered, you must individually apply for each position, paying close attention to the employer's requirements. Don't give up!

## **Resume Questions**

### **How does a prospective employer find my resume?**

An employer has various search options available, similar to those available to you. They can search by occupational area, by keyword (text), and they may use other criteria such as location, salary and education. If you want to be considered by an employer it is important that you provide the most current and factual information.



### **Will my current employer be able to see my resume?**

If they are a registered/validated employer there is no way to block your resume. Employers get access to the entire resume file.

### **How many resumes can I enter into America's Job Bank?**

For each Username you have requested, you may enter a single resume.

### **How long will my resume remain active in America's Job Bank?**

A resume remains active for 60 days from the date of entry. However, you will be able to update your resume and extend the length of time it remains on the system.

### **Can I use abbreviations in my resume?**

It is advisable that you do not use abbreviations unless that is the industry standard for the word or term. Employers have the option to do a text search of the resume, and it is more likely that your resume will be found if you spell out the text rather than use abbreviations.

### **Why do I have to select a pre-defined job title?**

Although you know the type of work you do or are seeking, an employer who is looking to hire such a person may call the job by some other name. By providing both you and the employer with the same pre-defined list of job titles, we enhance the possibilities of a match.