- 1. Log on to https://focuscareer.ky.gov.
- 2. Create an account.



3. Complete the log-in information for a new account. Social Security Number is optional.

		find a job	Go »
New matche	Register for an account STEP 1 OF 2	Sign in Explore options without registering	ıd a resume
Vlatches we	• required fields Email address •	A No email account? Use a free service: ADLMail Smail Windows Live. Yahao!	
obs for whi	Re-enter email address + Password +	S-20 characters; must include at least one number; must	areer, m of study
obs you've	Re-enter password +	Your SSN will be stored securely. The SSN is used only to	<u>to get</u>
	(SSN) Re-enter SSN	match your account to existing accounts and consolidate your records, when appropriate. This may include previous accounts for case-management, Unemployment insurance, etc.	ience can
	Security question select a question -	Answer is case-sensitive.	
	First name • Middle initial La	•st name •	resume, but
		Register	

5. Begin creating a resume. Make a resume from scratch, upload it (scan in a file, upload text file, etc.), or copy/paste a resume from a document file. Most students will need to "Create a Resume".

home job search		
YOUR RESUME		~
Your resume The more information you private on your resume, th When you're done, you'll be able to choose which info	e better the matches we can provide rmation to display to employers.	
CREATE A RESUME	UPLOAD A RESUME	PASTE/TYPE YOUR RESUME
The resume builder will guide you through all the steps of creating a resume. On average, creating a complete resume takes between 15-30 minutes, depending on how much detail you wish to provide. You'll be able to save your work and return to it at any time.	You may upload resumes in DOC, DOCX, RTF, or PDF formats. Your PDF must be text, not images – if you can search the PDF, it's text. After you've uploaded your resume, you'll have the opportunity to edit it. Upload a resume Browse Next step »	Paste or type your resume, and the resume builder will help you format and enhance it.
		0 words
		Next step »

6. Work through the resume-building part of the website using the tabs at the top. Students can sign out and sign back if needed, and their work will be saved after each click to the next section.

												y account Sig
home	job search											
YOUR RESUME												
Create a re	esume											
Resume title •	Enter resume title	Sa	ave	Preview resu	ne 🕜							
WORK HISTORY	CONTACT	EDUCATIO		SUMMAR	Y >	ADD-INS	>	PROFILE	>	PREFEREN		REVIEW
1. Add a job	2. Job title details	3. Work activities	4. Job	description							V	
We'd like you to Include jobs you SPECIAL INS	describe each of your might not want to sho TRUCTIONS FOR VET	recent work experi ow on your resume ERANS, HOMEMAK	ences. Go – you'll h (ERS, VOL	o back 10-15 ave the oppo	years if pos rtunity to h R THOSE WI	sible. ide them l THOUT JC	ater on. DB HISTO	DRY				
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8. Students may repeat these steps to enter multiple jobs. At this point, draw students' attention to the "job description" section generated by the software regarding the skills inventory entered by the students for the job entered:

home job search	
YOUR RESUME	
Create a resume	
Resume title . Enter resume title Save Preview resume ?	
WORK HISTORY CONTACT EDUCATION SUMMARY	ADD-INS PROFILE PREFERENCES REVIEW
1. Add a job 2. Job title details 2. Work activities 4. Job description	
	Save & Add Another Job >> Save & Move to Next Step >>
4. Job description - required fields	
specific descriptions of what you did, initiatives you led, and your particular accomplishr and contributions. To help you, we've included a list of keywords and statements you m elect to add to your description.	Did you wear many hats at this job? Describe other job activities you performed.
specific descriptions of what you did, initiatives you led, and your particular accomplishr and contributions. To help you, we've included a list of keywords and statements you m select to add to your description.	Order you wear many hats at this job? Describe other job activities you performed. Additional jobs details
specific descriptions of what you did, initiatives you led, and your particular accomplishr and contributions. To help you, we've included a list of keywords and statements you m select to add to your description. Demonstrated activities to children. * Demonstrated activities to children. * Identified hildren showing signs of emotional issues.	Did you wear many hats at this job? Describe other job activities you performed. Additional jobs details Other skills or knowledge sets for this job include:
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9. The "Enrollment status and education level" section has a place for students to put their NCRC status:

Create a re	sume													
Resume title *	Enterres	ume title		Save	Previe	ew resume	Dele	te resume	2					
WORK HISTORY	>	CONTACT		EDUCATION	SL	JMMARY	> A	DD-INS	>	PROFILE	>	PREFERENCES	>	REVIEW
Enrollment statu	s & educa	ation level	required	fields								Save & Mo	ve to l	Next Step »
Enrollment status	• (Not attend	ing scho	ol, H.S. Grad	uate	•								
Education level •	(Master's d	egree			•								
Degrees and dipl	omas 🔹 re	quired fields	/											
Enter 'General' or 'N//	A' under Ma	ajor/Subject if y	du did not	have a major o	r would like to	leave this fiel	d unspecifie	l. You will b	e able t	o hide gradua	tion dates	when you complete	your resu	ıme.
hflsadhfkla		/			*	+ Add anotl	her degree	- Delet	e this o	legree				
asdlhfsad		• as	dfkdajl;		•									
City		Ke	ntucky			•	United	States				-		
Completed • 01	/1999	nm/ys	vyy	Currently	enrolled; ex	pected comp	pletion dat	e •/	-	mm/yyy	vy			
Courses			li	Honors			li	GPA		Activities				
Occupational lice	nses and	centification	ns											
Please only enter occu	upational lie	censes or certifi	cations th	at are completed	d.									
Occupational license	or certifica	ton		+ Add - Del	ete									
Issuing organization				lssue date *	./	mm/yyy	у							
City		Ke	ntucky			•	United S	ates				•		
National Career F	Readiness	Certificate	M Crede	ntials										
I hold the Nation Reading for Informati	al Career R on WorkKe	eadiness Certifi ys assessments	icate™ fra	m American Coll	ege Testing. I e	confirm that I	achieved at	least a Bron	ize level	for the Applie	d Mather	natics, the Locating	Informati	on, and the
NCRC level •			State	of issue •			Issue date	•						
- select NCRC le	vel -	-	- sel	ect state -			_/_/		nm/dd/y	ууу				
🗹 Display my NCR	C credent	ials on my res	sume											

10. The "Summary" section automatically writes a summary based on entered information, or students may write their own:

Kentucky Career Center Career	Hi, Susan Roberts A A A Translate My account Sign out
home job search	
YOUR RESUME Create a resume	
Resume title . Enter resume title . Save Preview resume ? Delete resume	
WORK HISTORY CONTACT EDUCATION SUMMARY ADD-INS PROFILE	PREFERENCES REVIEW
We created this summary for you based on your resume so far. You may use it as is, edit it below, or omit a summary from y Use this summary Do not include a summary in my resume I have 12 years of experience, including as a Sajkdgnnm,A. Most recently, I have been working as a Sajkdgnnm, A at Asdfafsdf from February 1988 to November 1999. I hold a hflsadhfkla degree in asdlhfsad from asdfkdaji;.	save « Niove to Next Step »
Revert to original summary	Save & Move to Next Step »

11. The "Add-Ins" section allows students to list internships, honors, interests, etc.

Sentucky Career Center Career						Hi, Susan Rok	My account Sign out
home job searc	h						
YOUR RESUME							
Create a resume	9						
Resume title • Enter re	esume title	Save	Preview resum	e 🕜 Delete resume			
WORK HISTORY	CONTACT	EDUCATION	SUMMARY	ADD-INS	PROFILE	PREFERENCES	REVIEW
						Save & Mo	ve to Next Step »
Add optional sections to y	our resume.						
Affiliations		Internships		Professional Development		Technical Skills	
Honors		Objective		Publications		Volunteer Activities	
Interests		Personal Information		References			
Add sections							
						Save & Mo	ve to Next Step »

12. The "Profile" section collects demographic information that is not included on the resume:

Create a resume	
Resume title * Enter resume ti	tle Save Preview resume Delete resume
WORK HISTORY CONT	ACT > EDUCATION > SUMMARY > ADD-INS > PROFILE > PREFERENCES > REVIEW
	Save & Move to Next Step
We are required to ask a few der	nographic questions for federal reporting purposes. None of the information you supply will display on your resume other than
military service. (You may hide n	nilitary service on your resume when the resume is completed.)
* required fields	
Date of birth *	09/30/1985 mm/dd/yyyy
Employment status *	- select status -
Gender *	- select gender - 💌
Ethnicity/Heritage *	Hispanic or Latino Not Disclosed Non Hispanic or Latino
Race •	Alaskan or American Indian 🔲 Black or African American 💭 White
Race *	Alaskan or American Indian Black or African American White Asian Hawaiian or Pacific Islander
Race • U.S. citizen •	Alaskan or American Indian Black or African American Hawaiian or Pacific Islander Hawaiian or Pacific Islander Not Disclosed Not Disclosed Or apply for jobs, you must be a U.S. citizen, a permanent resident alien, or authorized to work in the U.S.
Race • U.S. citizen • Have you traveled doing farm or food processing work during the past year which caused you to be away overnight from your regular home? •	Alaskan or American Indian Black or African American White Asian Hawaiian or Pacific Islander Not Disclosed Yes No Yes No Yes No
Race • U.S. citizen • Have you traveled doing farm or food processing work during the past year which caused you to be away overnight from your regular home? • Disability •	Alaskan or American Indian Black or African American White Asian Hawaiian or Pacific Islander Not Disclosed Yes No To apply for jobs, you must be a U.S. citizen, a permanent resident alien, or authorized to work in the U.S. Yes No Yes No - select status select type of disability

13. Under the "Preferences" section, students can search jobs by a variety of terms, such as location:

ourresume Create a resume					
Resume title * Enter resume title	Save Preview	/ resun	ne 😯 🛛 Delete resi	ume	
WORK HISTORY > CONTACT > EDUCAT	on > sui	MAR	Y ADD-INS	PROFILE	PREFERENCES REVIEW
					Save & Move to Next Step
My preferences * required fields					
Make my resume searchable to qualified employers •	O Yes O	No		Your name and contact info able to contact you by confide	vill not be displayed – employers will only be ential email.
Are you interested in the Bridges to Opportunities training program in the Louisville area? • More information	O Yes 🖲	No			
Wages/pay unit *		- s	elect pay type - 🔻	The salary information you p collected only to help provide	rovide will not appear in your resume and is you with matches.
Are you willing to work overtime? •	🔍 Yes 🔍	No			, ,
Are you willing to relocate? *	🔍 Yes 🔍	No			
Work week .	- select work	week	- •		
Duration •	- select dura	tion -	•		
Shift availability •	 □ Any ✓ First (day) □ Second (eve □ Third (night) 	ning)	RotatingSplitVaries		
Location preferences • required fields					
Search within this area - select radius -	 of ZIP code . 				
Search this state/city - select state -		•	- select city -	-	
Only show in-state jobs					

14. After reviewing the resume, on the "Review" page, click "Save Resume and View Job Postings" to see what is available in the demographic selected:

Job seai	r <mark>ch results</mark>			Save This Search	Technolity we of New Jobs //				
hese results	s are based on yo	our search criteria. <u>Review & change criteria.</u>		Widen your	net: see matches				
add words to s	earch for	in Anywhere 🔻 Go »		statewide	statewide				
Include all	words 🔍 Includ	de any words							
OCATION: w	vithin 50 miles	of ZIP code: 40011		Don't see w	hat you're looking for?				
				<u> </u>					
Job so which the ir	earch results include h are not registered nformation, or the va	two types of jobs. Jobs posted directly by companies registere or verified by this provider, also are provided for your area. Job alidity of the company or job opening.	l with this website, are designated seekers should use caution in apply	by an icon. Spidered jobs from ing for these jobs, as we cann	other companies and job sources, ot guarantee the wages, accuracy of				
howing 1-1(0 of 10 jobs 10	jobs per page			Page(s) « previous 1 ne				
ATING 🕜	DATE	JOB TITLE	EMPLOYER	JOB LOCATION	ACTIONS				
k kokok ok	Dec 10, 2015	<u>Kids Club Attendant - Downtown</u>	ΥΜCΑ	LOUISVILLE, KY	<u>Am I a good match?</u> <u>Find more jobs like this</u> <u>Do not display this job aga</u> i				
*****	Dec 10, 2015	<u>Resident Counselor - Amelias House , And</u>	Home Of The Innocents	LOUISVILLE, KY	<u>Am I a good match?</u> <u>Find more jobs like this</u> <u>Do not display this job aga</u>				
*****	Dec 09, 2015	Group Leader - School Age Child Care	YMCA	LOUISVILLE, KY	<u>Am I a good match?</u> <u>Find more jobs like this</u> Do not display this job aga				
k koko koko	Dec 10, 2015	<u>Kids Club Attendant - Ymca At Norton Commons</u>	YMCA	PROSPECT, KY	<u>Am I a good match?</u> <u>Find more jobs like this</u> <u>Do not display this job aga</u>				
*****	Dec 09, 2015	<u>Assistant Teacher</u>	Knowledge Universe Incorporated	INDEPENDENCE, KY	<u>Am I a good match?</u> <u>Find more jobs like this</u> <u>Do not display this job aga</u>				
****	Dec 09, 2015	Assistant Teacher	Knowledge Universe Incorporated	INDEPENDENCE, KY	<u>Am I a good match?</u> <u>Find more jobs like this</u> Do not display this job aga				
*** \$\$\$	Dec 09, 2015	<u>Infant Teacher</u>	Bright Horizons	LOUISVILLE, KY	<u>Am I a good match?</u> <u>Find more jobs like this</u> <u>Do not display this job aga</u>				
******	Dec 09, 2015	Lead Teacher	Knowledge Universe	LEXINGTON, KY	Am I a good match?				