JobZone

How to Create a Quick Resume in JobZone using Fields in OSOS

Completing a thorough OSOS customer record will enable you to create a Quick JobZone resume. Information recorded in the fields of OSOS are pulled into the customer's JobZone account. The sharing of information makes it possible to create a JobZone resume in just a few steps.

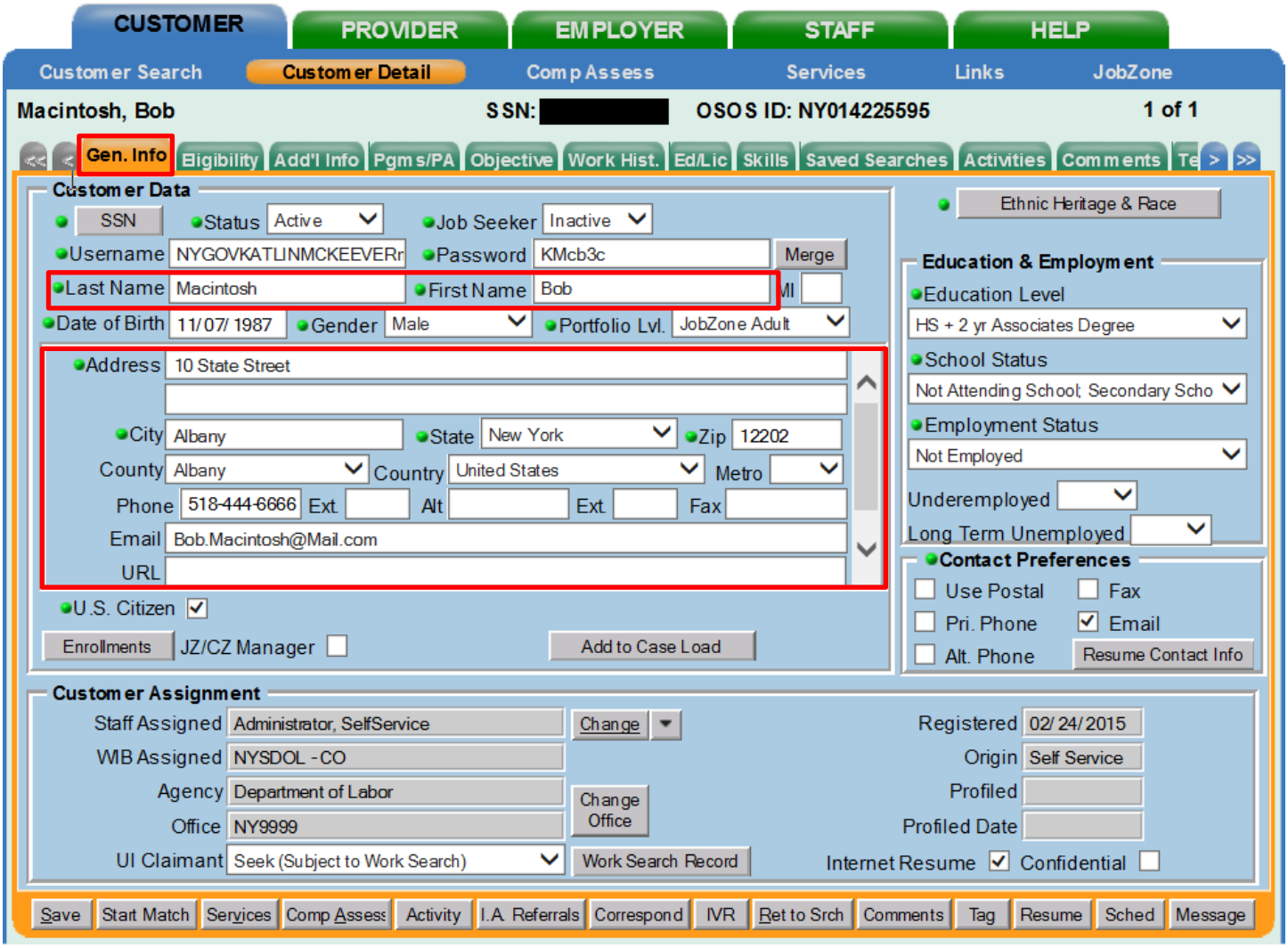
The majority of the work is completed during your OSOS data entry. The more thorough your data entry is the more detailed your customer's quick resume will be.

The information in OSOS that will need to be completed in order to create a quick resume includes fields in; the General Information tab, the Work History tab, the Education and Licenses tab, and the Skills tab.

OSOS DATA ENTRY

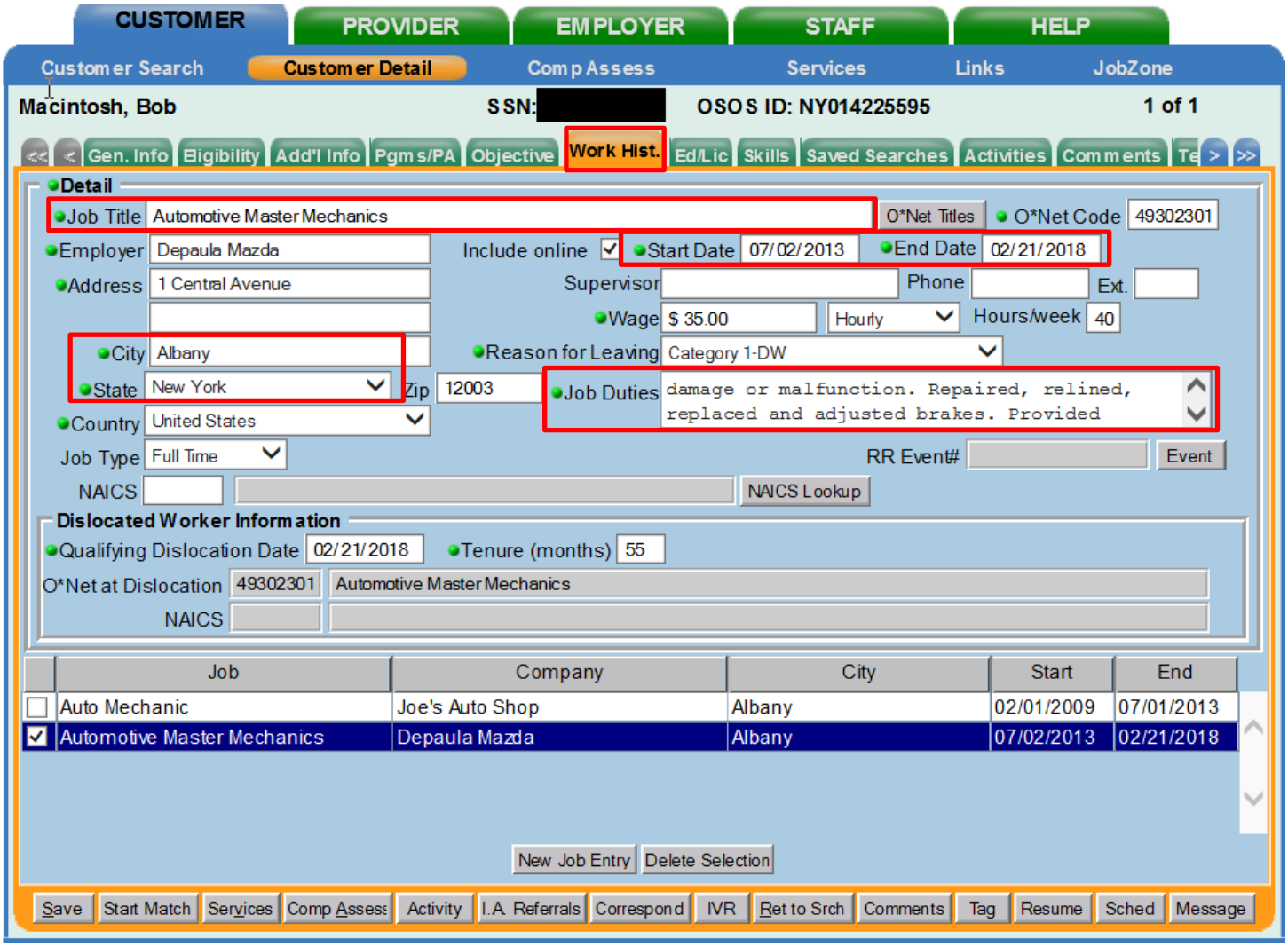
General Info tab: OSOS

On the General Info tab, the customer's Name, Address, Phone number, Email address, and URL (if provided) will be saved into the contact information of the resume builder in JobZone and appear on the final resume.



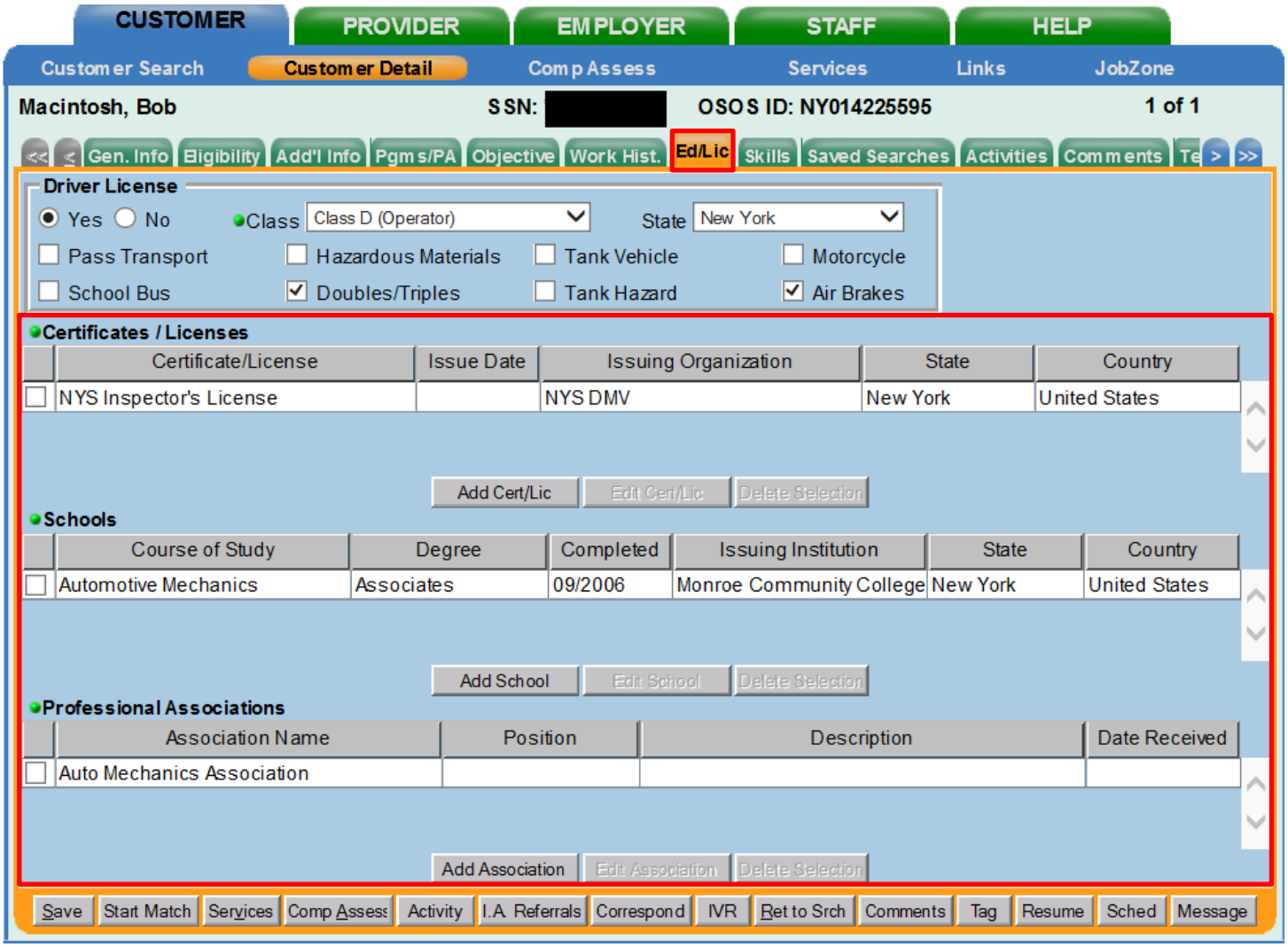
Work History tab: OSOS

The customer's Job Title, Employer, Employer's Address, Start Date, End Date, and most importantly, the Job Duties from each Job Title in the Work History tab will populate into the JobZone resume builder. Be sure to include a full description of the customer's job duties as this section will provide the most detailed information in your customer's quick resume.



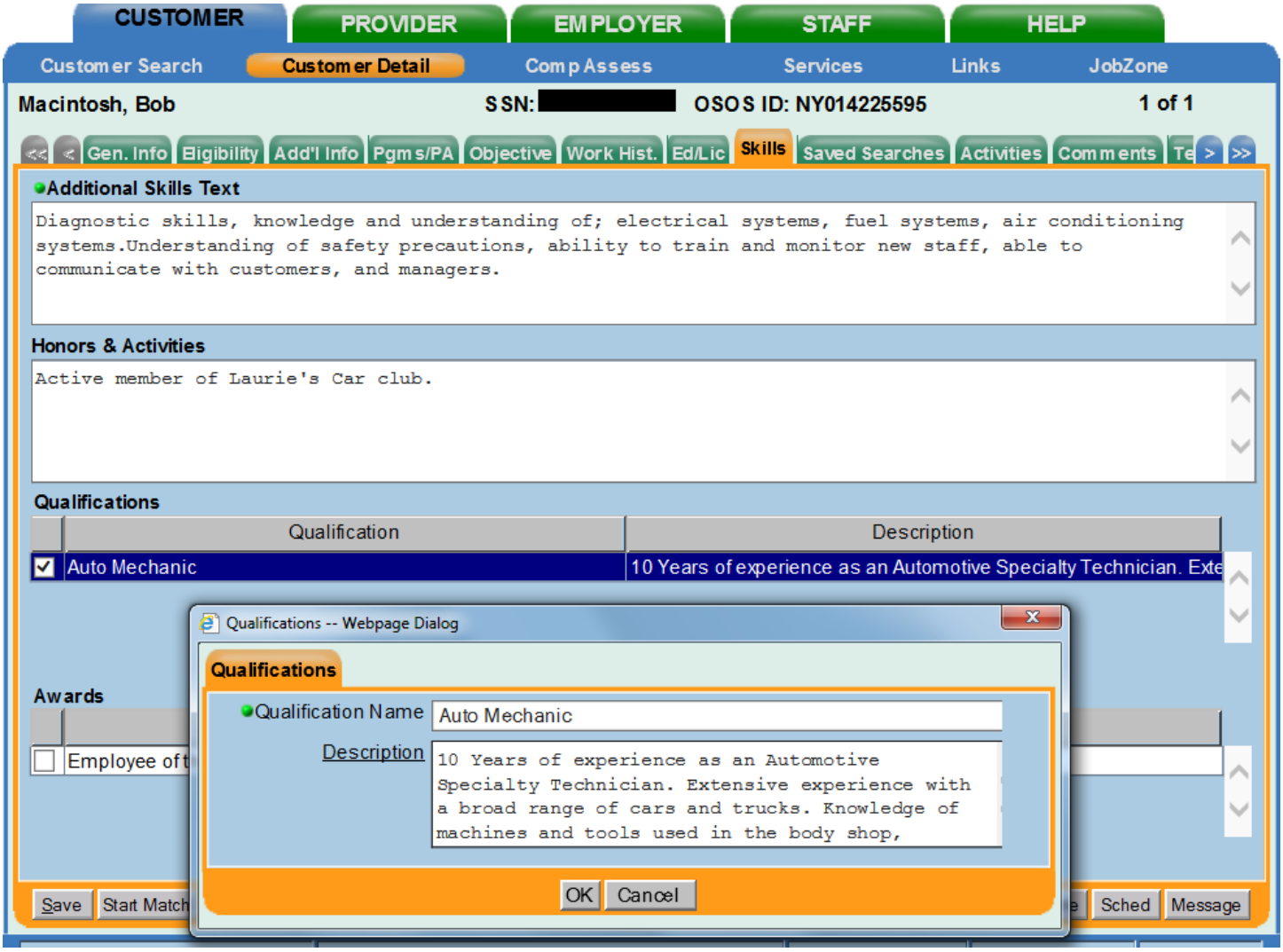
Education/Licenses tab: OSOS

Information in the Certificates/Licenses, Schools, and Professional Associations fields from the Education and Licenses tab will populate into the resume builder in JobZone. Note: only the information listed in the Schools section will be included in the Quick Resume. The additional fields are available when creating a Full Resume.



Skills tab: OSOS

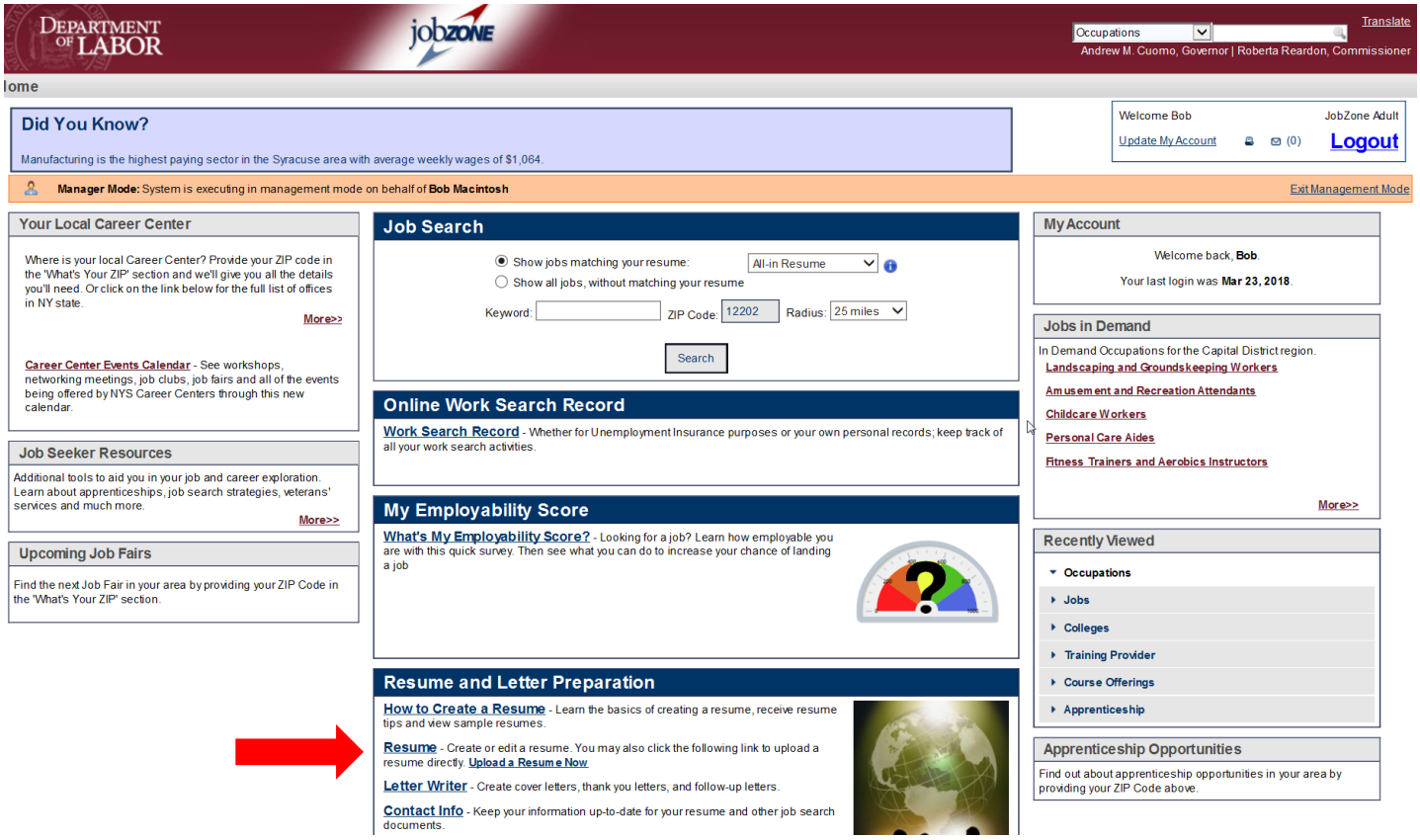
Lastly, the Skills tab. The Qualifications section is the only section in the Skills tab that migrates from OSOS to the resume builder. While it is important to add skills to the Additional Skills Text box, this information does not carry over to the resume builder. When developing the Qualifications section, highlight the customers' experience, knowledge, skills, and passions.



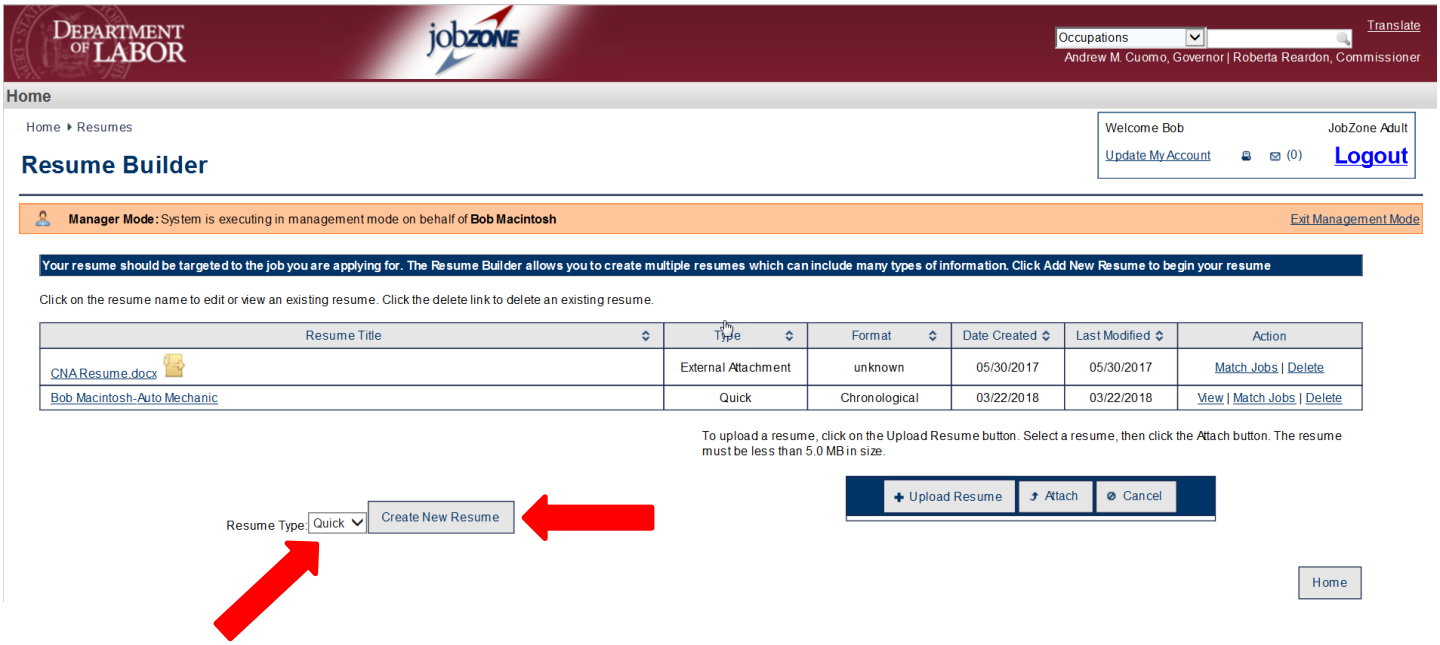
Once the customer's OSOS record is complete, a quick (or full) resume can be created by accessing the customer's JobZone account via manager mode. Click the JobZone window from the customer's OSOS record.

JobZone Resume Builder

To create a customer resume, click on ‘Resume’ located in the ‘Resume and Letter Preparation’ toolbox.

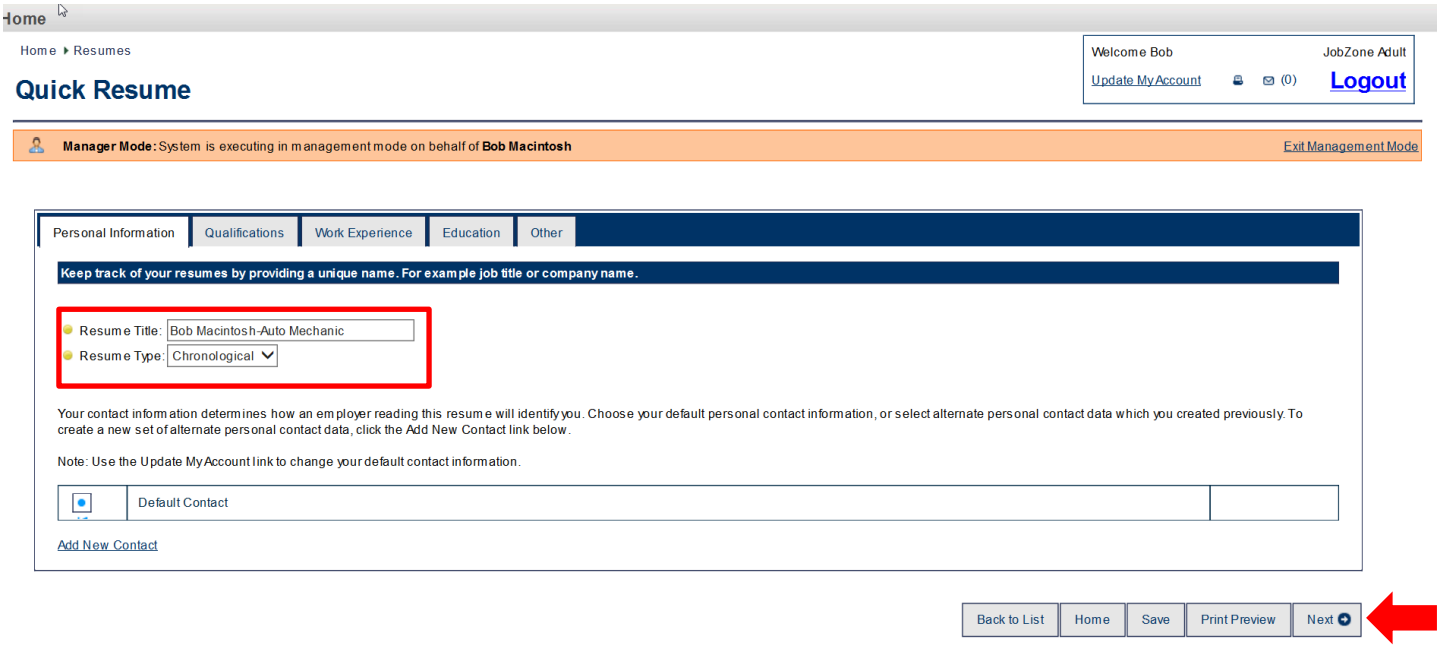


Select ‘Quick’ as the Resume Type and then select, Create New Resume



Quick Resume

The Quick Resume tabs will appear. First, enter the Resume Title and select the Resume Type, click Next to proceed to the Qualifications tab.

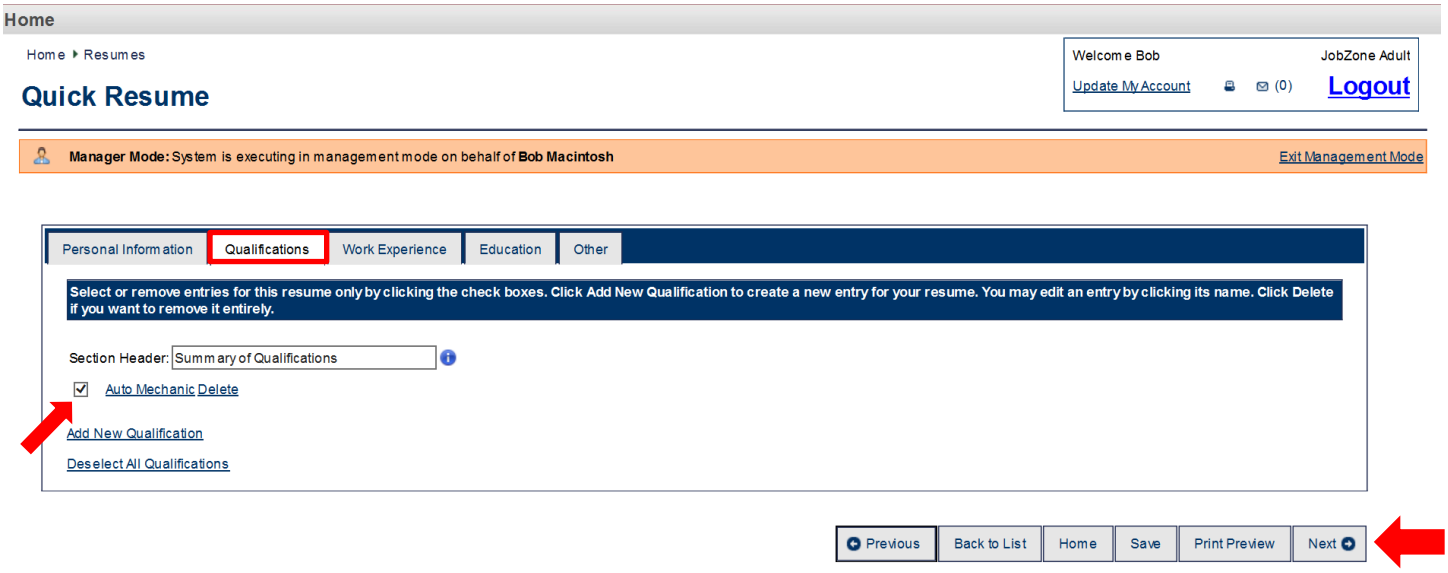


Qualifications: Resume Builder

Select the qualification to include in the final resume by checking the box next to the qualification. If there are multiple qualifications listed in this tab only one can be selected and included in the resume. To edit the content of the qualification, click on the title, for example, Auto Mechanic, make any changes, and click save.

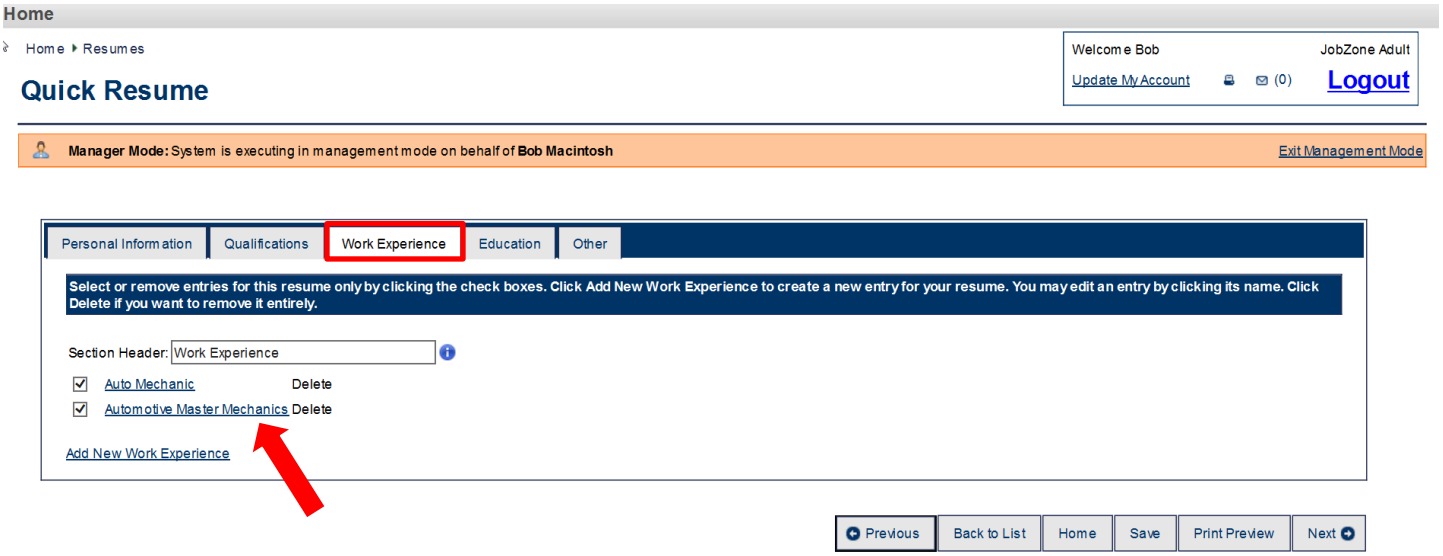
Note: The Section Header listed in each tab of the resume builder will appear on the final resume, you have the option to change the wording by editing the text in the field.

Click Next to proceed to the Work Experience tab.

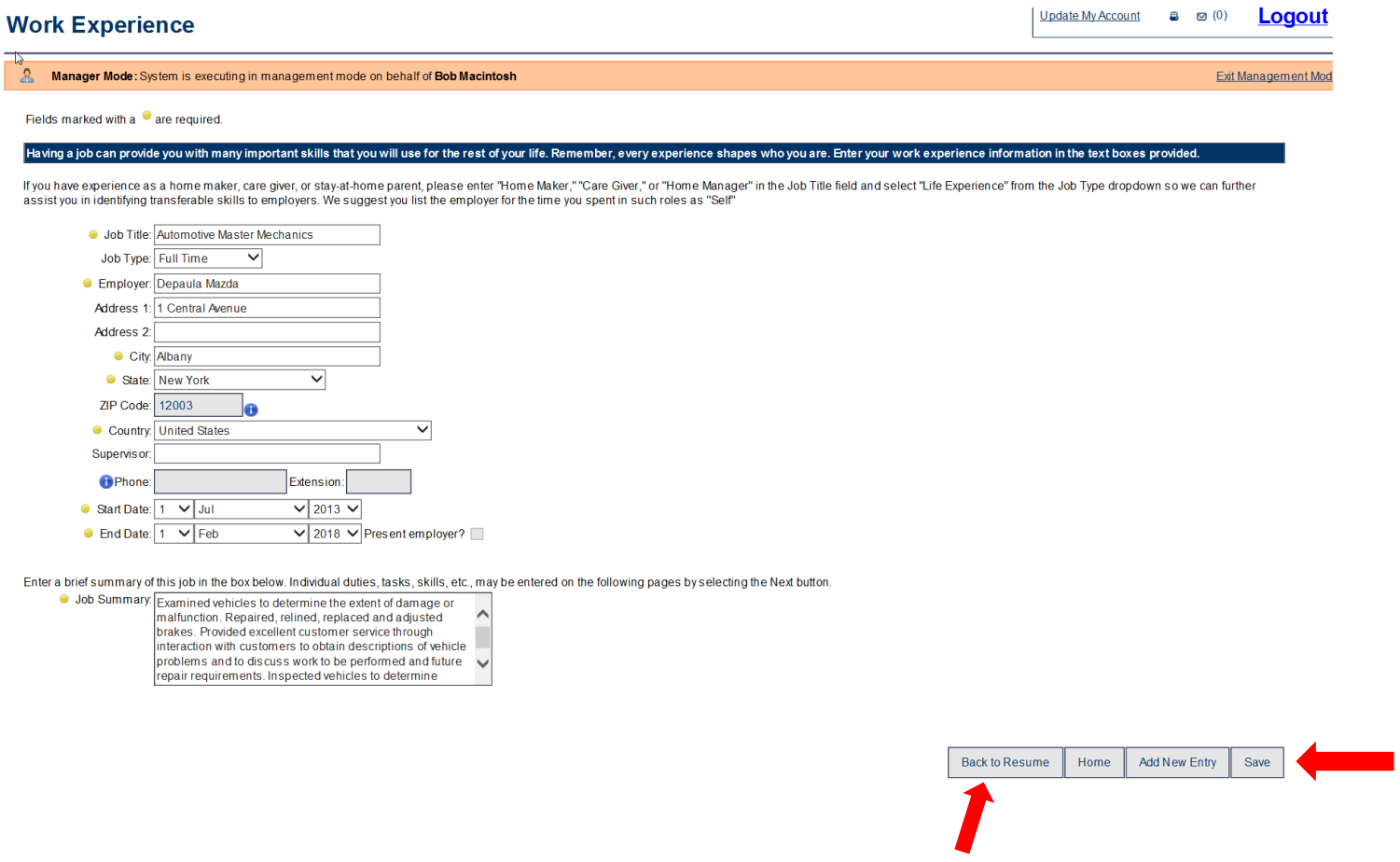


Work Experience: Resume Builder

The Work Experience listed in the resume builder will consist of the work history saved in the customer's OSOS record. The boxes next to each work history are automatically selected. A checkbox can be deselected if you wish not to include that specific entry in the final resume. Click the job title to view the job details and make any desired edits.



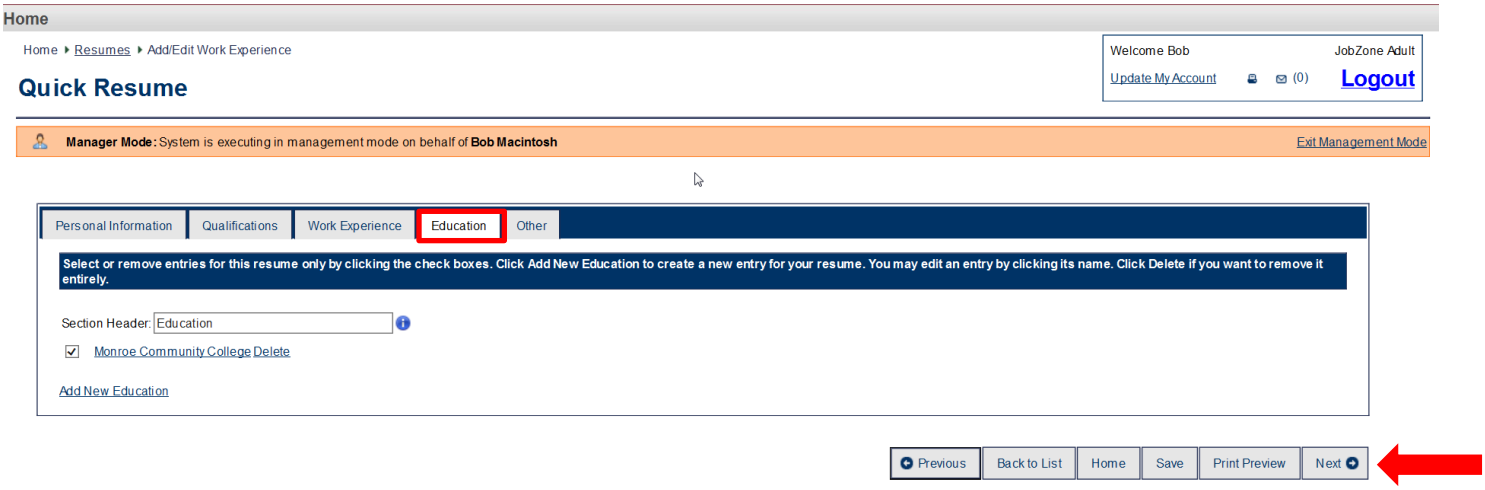
If you click the job title, for example, Automotive Master Mechanic, you will navigate to the details of the work experience. You will notice the fields that were pulled in from OSOS; Job Title Employer, Address, Start Date, End Date, and Job Duties (Job Summary). If you make edits, click Save, then click 'Back to Resume' to navigate back to the Work Experience tab. The Next button will bring you to the Education tab.



Education: Resume Builder

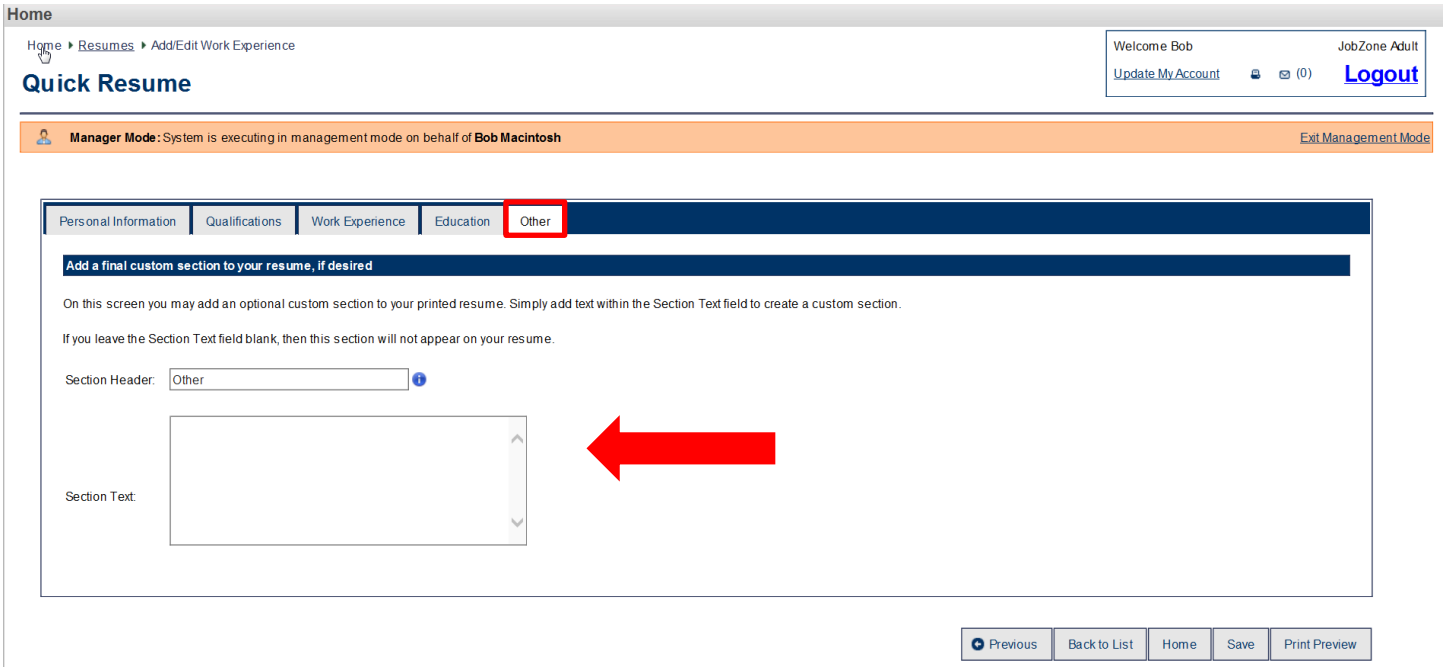
The information listed in the Education field in OSOS will populate in the Education tab of the Quick resume. If you want to view the details or edit this field, click on the school name and make any necessary edits. Make sure to save before clicking on 'back to resume'.

Information in the Certificates/Licenses and Professional Associations fields from the Education and Licenses tab in the OSOS will not populate into the quick resume tabs, if this information should be included in the resume, add it to the last tab labeled other. Click the Next button to proceed to the final tab.

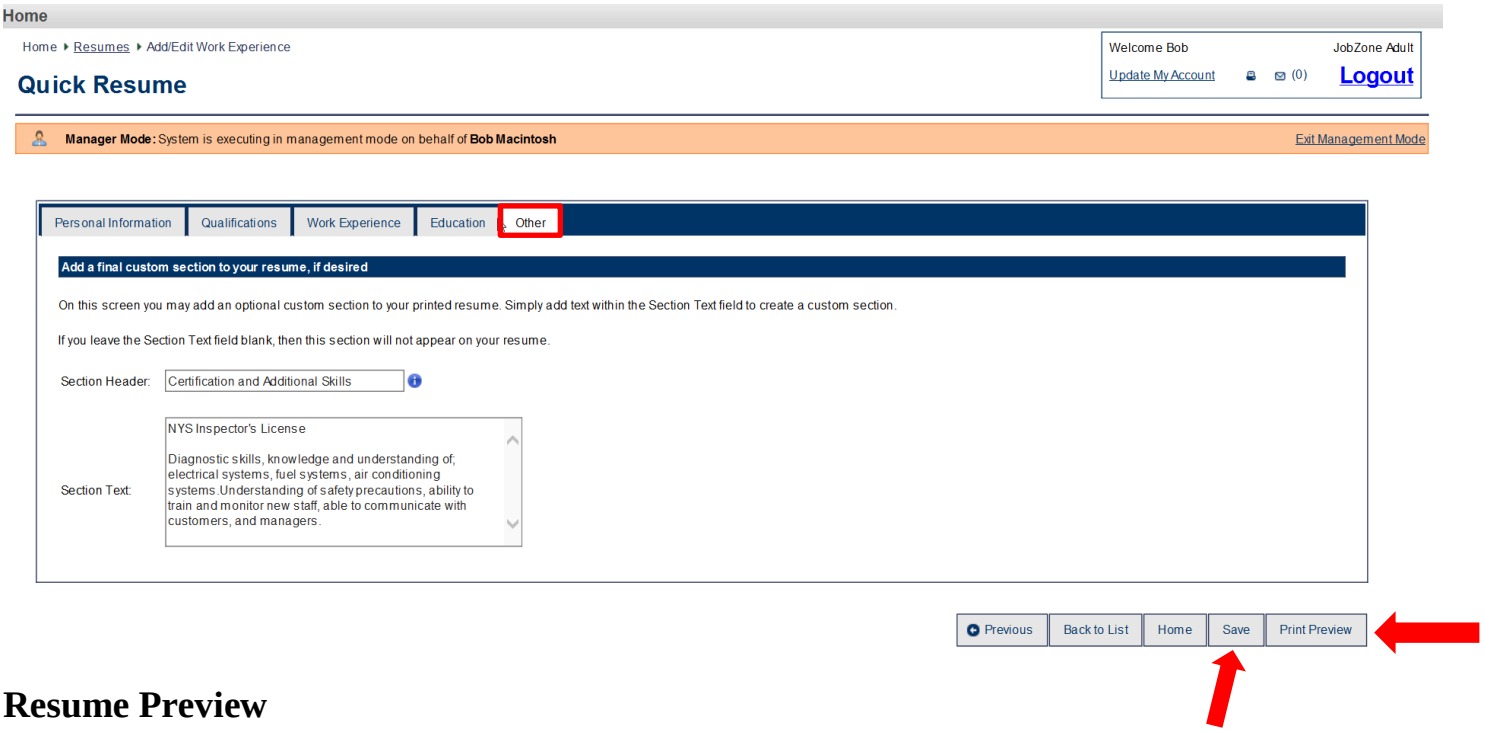


Other: Resume Builder

The last tab of the Quick Resume is labeled Other. Here you can add any title and description you or your customer feel will make the resume complete. Change the Section Header and add the section text you want included in the final resume.

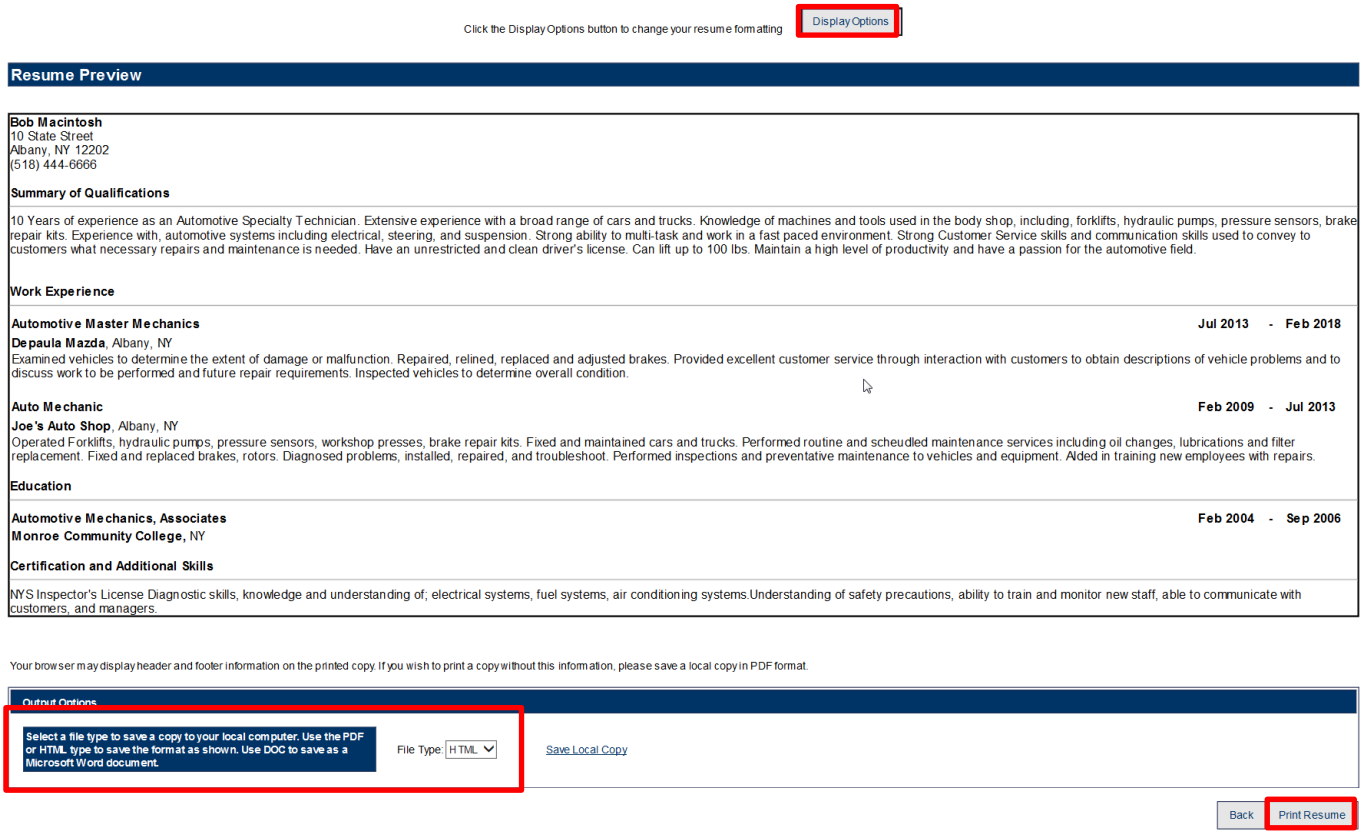


Once you have completed this tab click Save and Print Preview to view the final resume.



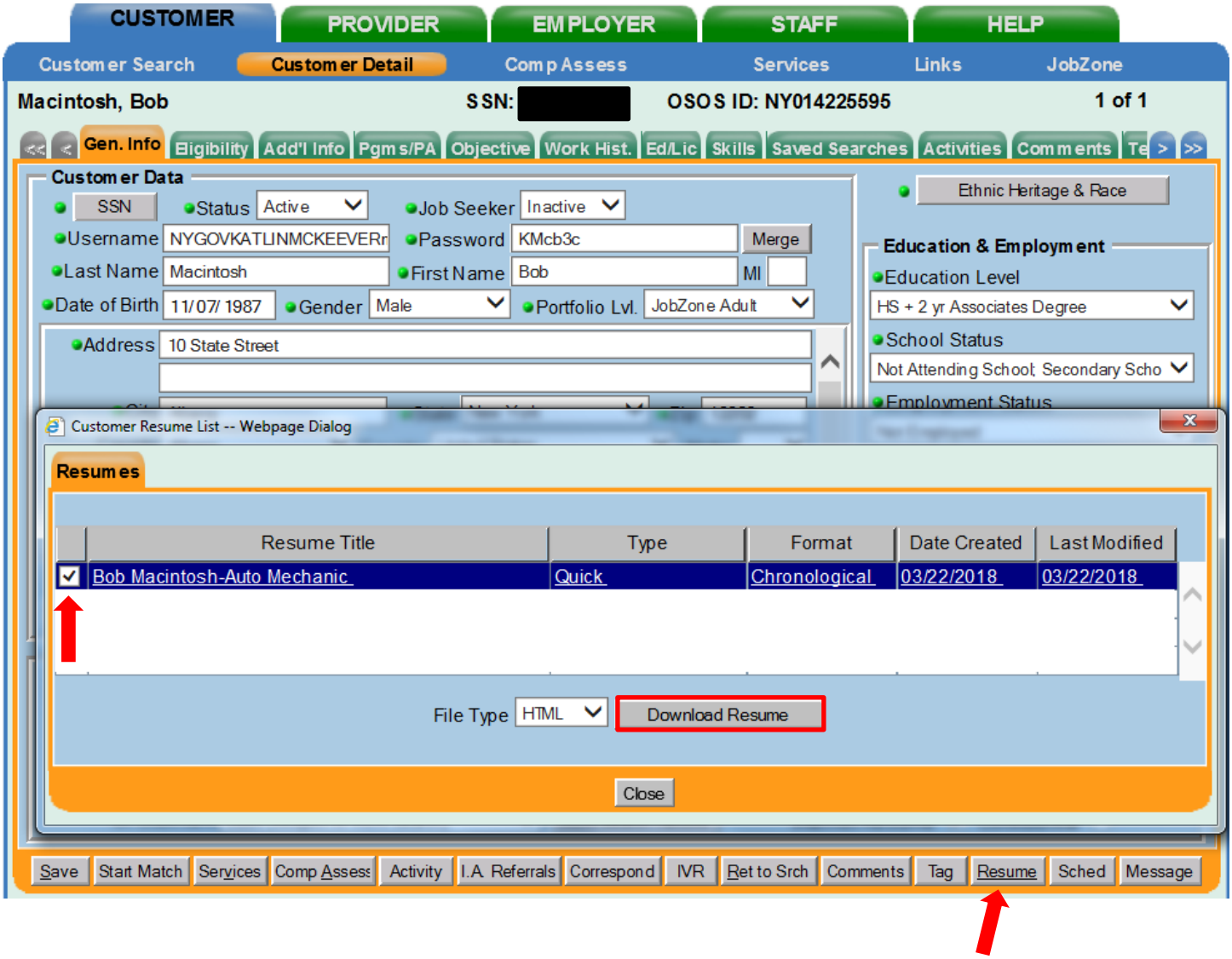
Resume Preview

The customer's resume will be displayed in the Resume Preview window. From this screen, you can save a copy of the resume in the Output Options section, or print the resume. You also have the option to change the format and information that is presented in the resume (contact information) by clicking the Display Options button.



Resume in OSOS

Once the resume is complete the customer will have access to it via their JobZone account. They can make any additions or edits to their resume, or create a full resume. You can access the resume from the Resume button in OSOS or by accessing the customer's JobZone Record.



Final Resume

Once the JobZone Quick Resume is saved as a word document you can reformat the resume to make it ready for the application process.

Bob Macintosh
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Albany, NY 12202
bmac@email.mail
(518) 444-6666

Summary of Qualifications

10 Years' experience as an Automotive Technician. Adept at repairing automotive systems including electrical, steering, and suspension. Strong Customer Service skills and communication. Unrestricted and clean driver's license. History of a high level of productivity and a passion for the automotive field.

Certification and Additional Skills

- NYS inspector's license
- Diagnostic skills
- Electrical systems
- Fuel systems
- Air conditioning systems
- Understanding of safety precautions
- Ability to train and monitor new staff
- Communication skills

Work Experience

Depaula Mazda, Albany, NY Automotive Master Mechanics — Jul 2013 - Feb 2018

Provided excellent customer service through interaction with customers to discuss work to be performed and future repair requirements. Inspected vehicles to determine overall condition.

Joe's Auto Shop, Albany, NY Auto Mechanic — Feb 2009 - Jul 2013

Performed routine and scheduled maintenance services. Diagnosed problems, installed, repaired, and troubleshoot. Performed inspections and preventative maintenance to vehicles and equipment.

Duties performed include:

- Align vehicle frame & front end
- ASE certified.
- Apply filler to dents in vehicle bodies
- Evaluated damage and problems.
- Determine installation, service, or repair
- Talked to customers to diagnose

Technologies utilized include:

- AutoZone ALLDATA
- Diacom software
- Estimating software

Skills developed/enhanced include:

- Operation and Control
- Management of Personnel Resources
- Critical Thinking

Education

Automotive Mechanics, Associates — Feb 2004 - Sep 2006
Monroe Community College, NY