



## Are You Looking for a Job?

Your Illinois Department of Employment Security Invites You to attend our  
Virtual **Resume Development Workshop**, and our  
Virtual or In-Person **Applicant Tracking System Workshop**

**What: Resume Development Workshop (Virtual)**

**When:** Tuesday, August 11<sup>th</sup>, 11:00 a.m. – 12:00 p.m.

**Where:** Online- Use link listed below to register

### Workshop Topics Include:

- Understanding Job Postings
- Applicant Tracking System (ATS)
- Resume Types
- Building the Resume / Data Sets
- Job & Career Portfolio
- Cover Letters
- Applications
- Career Fairs
- Translating Military Skills
- Resume Preparation
- Mistakes to Avoid

**What: Applicant Tracking System Workshop (Virtual or In-Person)**

**When:** Thursday, August 13<sup>th</sup>, 11:00 a.m. – 12:00 p.m.

**Where:** Online- Use link listed below to register **OR** In-Person at the American Job Center-  
101 E. Edwardsville Road, Wood River, IL 62095 (northeast entrance in the back)

### Workshop Topics Include:

- What is an ATS?
- Online Applications & the ATS
- How to Beat the ATS
- Keyword Tools
- Formatting the Resume
- Job Postings & Your Resume
- Cover Letters

**Register for the workshops you want to attend by using the following link:**

<https://illinois.webex.com/webappng/sites/illinois/webinar/webinarSeries/register/35817eb181f74fcb869a65fafc18edfd>

Use the links provided above to attend one of the scheduled virtual workshops. You can join a meeting from your computer, mobile device, phone, or a video system. Pick the one that works best for you. Don't miss your opportunity to brush up on necessary skills to make you job-ready.

**This event is sponsored by the Illinois Department of Employment Security**

**Make Sure Your Resume is on Illinoisjoblink.com**

Illinois businesses are hiring. And they are looking for workers on [illinoisjoblink.com](http://illinoisjoblink.com). Job seekers can build multiple resumes to emphasize different skills and experiences. Business owners can use keyword matching technology to search resumes and find the best candidate. Illinoisjoblink.com is free for workers and employers. It compares favorably to private efforts that cost hundreds of dollars. No-cost HR recruitment services are available at the website and at (877) 342-7533.

