



### Individuals

### Employers

### Service Providers

- Find a job
- Find Training
- Get vocational rehabilitation
- Create a résumé
- Research careers

- Find skilled workers
- Report New Hires
- Post job openings
- Screen applicants
- Research labor market

- Training
- Child care, transport, etc.
- Medical, psychological services
- Vocational testing
- Assistive devices, technology

Number of Participants  
142,593  
Number of Resumes  
228,262

Number of  
87,719  
Number of  
44,227

**Step #1**  
Go to the PA CareerLink® homepage at [www.cwds.state.pa.us](http://www.cwds.state.pa.us) and click "New User."

Keystone Key

Keystone ID:

Password:

**Login**

### Announcements

- Active Search for Work Requirements for Applications Effective January 1, 2012, and Thereafter**  
The Pennsylvania UC Law was recently changed to add additional eligibility requirements. After you file

[New user?](#)  
[Trouble Logging In?](#)  
[Forgot Your Password?](#)  
[Forgot Your Keystone](#)



## User Enrollment

Required Fields are Indicated by \*

Enrollment Options:

- Employer
- Provider Of Services
- Individual Seeking Services

\* Please select an option that fits you most:

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[Tom Corbett, Governor](#)



**Step #2**  
Select "Individual Seeking Services."

**Step #3**  
Click "Continue."



### Individual Identifying Information

Welcome to CWDS. Please complete the following registration form to create your personal CWDS profile and your Keystone Key ID. Please refer to the help page for additional information about your CWDS profile.

CWDS cautions individuals not to reveal their Social Security Number or other personal information to anyone until you are confident you are revealing it to a legitimate source. CWDS will not reveal Social Security Number, race or age information about any individual.

Required Fields are Indicated by \*

Individual Information

Salutation: Ms.

\*First Name:

Middle Initial:

\*Last Name:

Suffix:

SSN:  -  -

\*Date of Birth (MM/DD/YYYY):  -  -  [Select Date](#)

**Step #4**

“Enter your information”  
Please provide your full social security number for the UC requirements.

**Step #5**

Click “Continue” If you were previously enrolled on the PA CareerLink® site, the screen will ask you to enter your Participant ID number. If you do not know your number, please ask the front desk staff.





## Create Individual Basic Information

Please complete the individual basic information and click the Save and Continue button. Clicking the Back button will return to previous page and data entered on this page will be cleared.

Required Fields are Indicated by \*

### Individual Name

Salutation: Ms.

\*First Name: Ivy

Middle Initial: C

\*Last Name: Blue

Suffix:

Credentials (Example: MD, PhD.):

### Individual Personal Information

SSN: 444 - 44 - 4444

\*Date of Birth (MM/DD/YYYY): 1 - 7 - 1990  Select Date

\*Citizenship Status: US Citizen

Are you legal to work in the US?: Yes

Ethnicity: Non Hispanic/Latino

Race:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hawaiian Native or Other Pacific Islander
- White
- Do not wish to disclose

\*Gender: Female

Highest Level of Education: Bachelor's Degree or Equivalent

**Step #6**  
Complete and edit your basic information. Once complete, scroll to the bottom and click "Save and Continue."



## Create Individual Basic Information

Please check the following error messages:

- [Your address has been updated based on U.S. Postal Service information \(may have added the last 4 digits of the zip code\). Please review your address. You may leave the address as it is or correct it. In either case, please use the 'Save And Continue' button at the bottom of this page to confirm the changes.](#)

Please complete the individual basic information and click the Save and Continue button. Clicking the Back button will return to previous page and data entered on this page will be cleared.

Required Fields are Indicated by \*

### Individual Name

Salutation: Ms. ▾

\*First Name: Ivy

Middle Initial: C

\*Last Name: Blue

Suffix:

Credentials (Example: MD, PhD.):

### Individual Personal Information

SSN: - - 4444

\*Date of Birth (MM/DD/YYYY): 1 - 7 - 1990 [Select Date](#)

\*Citizenship Status: US Citizen ▾

Are you legal to work in the US?: Yes ▾

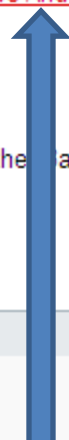
Ethnicity: Non Hispanic/Latino ▾

Race:  American Indian or Alaskan

Asian

Black or African American

Hawaiian Native or Other Pacific Islander



**Step #7**

Read the error message above. Your zip code has been updated with the last 4 digits of the zip code. Review your address. Scroll to the bottom. Re-click "Save and Continue."

Do not wish to disclose

\*Gender: Female

Highest Level of Education: Bachelor's Degree or Equivalent

Are you a Veteran: No  [View for Definition](#)

Are you the spouse of a Veteran: No  [View for Definition](#)

### Contact Information

#### Location Address

Given Address: 701 Crosby St Apt B  
Chester PA 19013 Philadelphia

Suggested Address: 701 Crosby ST Ste B  
Chester Pa 19013-6096

\*Address Line 1: 701 Crosby St

Address Line 2: Apt B

\*City: Chester

\*State: Pennsylvania

\*Zip Code: 19013-

\*County: Philadelphia

#### Mailing Address

Same as Location Address:

\*Address Line 1: 701 Crosby St

Address Line 2: Apt B

\*City: Chester

\*State: Pennsylvania

\*Zip Code: 19013-

\*County: Philadelphia

Primary Phone: 777 - 888 - 9999

Primary Phone TDD/TTY (If you have a TDD/TTY and want to be contacted through the relay service):

Work Phone: 215 - 829 - 6321 Ext

Work Phone TDD/TTY (If you have a TDD/TTY and want to be contacted through the relay service):

**Step #7 cont.**  
Review your address. Scroll to the bottom. Click "Save and Continue."

Primary Phone TDD/TTY (If you have a TDD/TTY and want to be contacted through the relay service):

Work Phone: 215 - 829 - 6321 Ext

Work Phone TDD/TTY (If you have a TDD/TTY and want to be contacted through the relay service):

Cell Phone: 999 - 000 - 0741

Video Phone:  -  -

Fax Number:  -  -

Email:

Confirm Email:

Preferred Contact Method: Email

\*Preferred Correspondence Method: Email

#### Other Information

Language Preference: Select

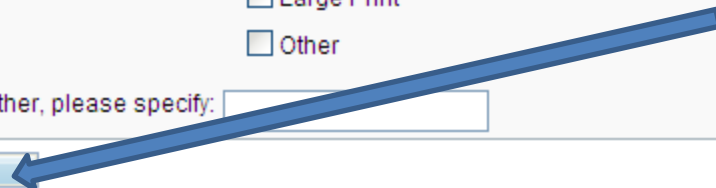
If Other, please specify:

Communication Need(s):

- Foreign Language Interpreter
- Sign Language Interpreter
- Braille
- Large Print
- Other

If Other, please specify:

**Step #7 cont.**  
You may leave the address as it is or correct it. In either case, click "Save and Continue" to confirm the changes.



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## Create User Account

Please create a unique Keystone ID (Username) and password, select a hint question and answer. After completion click the 'Save and Continue' button. The Keystone ID (Username) and password you will need to access your personal folder.

1. Create a unique Keystone ID (Username) (6 to 10 alphanumeric characters).
2. Create a unique password (8 characters minimum) and confirm. Previous 10 passwords neither contain the Keystone ID (Username), nor any part of the user's full name. Password must contain at least three (3) of the following four (4) categories:
  - a. UPPERCASE letters
  - b. Lowercase letters
  - c. Numbers (0-9)
  - d. Non-alphanumeric characters (!<@#\$,etc.)Some examples of strong passwords include: P@ssword, MyPassword123 or p@ssw0rd
3. Select a hint question from the dropdown.
4. Enter the hint answer to your hint question and confirm.

Required Fields are Indicated by \*

### Account Information

*Keystone ID (Username):	<input type="text" value="ivyblu4"/>
*Password:	<input type="password" value="••••••••"/>
*Confirm Password:	<input type="password" value="••••••••"/>
*Select hint question 1:	<input type="text" value="Who do you most admire?"/>
*Answer to hint question 1:	<input type="text" value="Mother"/>
*Select hint question 2:	<input type="text" value="What was your favorite childhood toy?"/>
*Answer to hint question 2:	<input type="text" value="Doll"/>
*Select hint question 3:	<input type="text" value="What was the name of the hospital where you were born?"/>
*Answer to hint question 3:	<input type="text" value="Chester"/>

[Back](#)

[Save And Continue](#)

## STEP #8

Please follow the direction above. Create a Keystone ID, Password and answer three hint questions. Suggested Keystone ID- Use your first initial and last name. Example: for Joseph Smith use "jsmith" Suggested Password- use your first initial capitalized, followed by your last initial, followed by a dash, followed by your zip code "Js-18013" \*\*\*IMPORTANT\*\*\* Write down your Keystone ID and Password. The front desk staff can provide you with a reference card for you to keep this information on. Next, select three hint questions. Answer them and click "Save and Continue" when done. Be sure to write down your answers to the hint questions.



# New Participant Confirmation

Your account has been created successfully  
 This information is confidential and should be kept in a secure location.

Keystone Key KeyStone ID (Username):	ivyblu4	Your Keystone ID is your username when you log into this website.
Participant Identification Number:	3298671	This number is used to identify you if you forget your password. It can also be used to identify you on the web site.

To log into your Personal Folder, enter your Keystone ID listed above and your Password and click the 'Login' button.

To print a copy of this page, please click the 'Print' button.

To receive a copy of this information via the US Postal Service, please click the 'Send Paper Copy' button.

**Note:** This letter is for your information only. If your letter doesn't arrive after 5 days, contact us for assistance.

[Print](#) [Send Paper Copy](#) [Search](#) [Privacy Statement](#) [About Us](#) [Contact Us](#) [Feedback](#)

Be sure to also write down your Participant Id Number on your reference card.

Keystone Key

[What's this?](#)

\*Keystone ID:

\*Password:

[Login](#)

**Step #9**  
 Now you can log onto the PA CareerLink® website using your Keystone ID and Password.



You are logged in as: IVY C. BLUE

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PARTICIPANT ID: 3298671	NAME: Blue, Ivy C.	MAILING ADDRESS: 701 Crosby ST Ste B Chester, PA 19013
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### View Civil Rights Statement

Please read Civil Rights Statement and check the box at end of statement.

Required Fields are Indicated by \*

#### Civil Rights Statement

##### EQUAL OPPORTUNITY IS THE LAW CIVIL RIGHTS STATEMENT

It is against the law for this recipient of federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, marital status, political belief, and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

#### WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC

# Step #10

## Read your Civil Rights Statement and check the box at the bottom in the center.

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice Of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

FOR INFORMATION OR TO FILE A COMPLAINT, CONTACT

Khan Mitchell  
khmitchell@state.pa.us  
DEPARTMENT OF LABOR AND INDUSTRY  
OFFICE OF EQUAL OPPORTUNITY  
ROOM 514 LABOR AND INDUSTRY BUILDING  
651 BOAS ST  
HARRISBURG, PENNSYLVANIA 17120

Phone: (717) 787-1182 or 1-800-622-5422  
TDD/TTY: 1-800-654-5984  
Fax: (717) 772-2321

Auxiliary aids and services are available upon request to individuals with disabilities  
A Equal Opportunity Employer

\*I have read and understood the above statement:

Save And Continue

Print

Step #10 cont.  
Check the statement box.

Step #11  
Click "Save and Continue."



You are logged in as: IVY C. BLUE

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PARTICIPANT ID: 3298671	NAME: Blue, Ivy C.	MAILING ADDRESS: 701 Crosby ST Ste B Chester, PA 19013
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### Create Program Referral

Please take the time to learn more about our programs. If you are interested, select the program(s) then click the "Refer to Program" button. The appropriate program(s) staff will contact you. If you are not interested in a program referral click the "Skip" button.

**Referral Details**

\*Referral Date (MM/DD/YYYY): 1/24/2012

Comments: 0 characters of 1000

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**\* Programs**

Select at least one Program.

- Education and Training Assistance (Workforce Investment Act) [Learn More](#)
- Job Search Assistance (Labor Exchange) [Learn More](#)
- Veterans Program [Learn More](#)
- Foreign Trade Affected Job Loss (Trade) [Learn More](#)
- Office of Vocational Rehabilitation - Bureau of Vocational Rehabilitation Services [Learn More](#)

Disability Category:

- Cognitive Disability
- Hearing Impairment
- Deaf
- Drug and Alcohol
- Mental Health
- Physical Disability
- Multiple Disabilities

**Step #12**  
 Select a Program Referral or Click "Skip" at the bottom of the Create Program Referral page.

- Hearing Impairment
- Deaf
- Drug and Alcohol
- Mental Health
- Physical Disability
- Multiple Disabilities
- Visual Impairment
- Other or Unknown

Office of Vocational Rehabilitation - Bureau of Blindness and Visual Services [Learn More](#)

Disability Category:  Blindness  
 Visual Impairment

**Step #12 cont.**  
**Click "Refer to Program" or "Skip."**

To receive Employment and Training services through DPW Programs, please contact your local County Assistance Office. DPW Programs include Cash, Food Stamps and Medical Assistance. [Learn More](#)

[View Other Workforce Supporting Agencies](#)



PARTICIPANT ID: 3298671  
NAME: Blue, Ivy C.  
MAILING ADDRESS: 701 Crosby ST Ste B  
Chester, PA 19013

My Home Page

You are now on your PA CareerLink® Home Page.

Important Announcements

Active Search for Work Record  
The Pennsylvania UC Law will require you to update your application for benefits, Pennsylvania CareerLink® is instructed, and keep a record of your work search activities. [Read more...](#)

A printable "Record of Work Search Activities" log can be found by clicking the "Help" button at the top of this page.

Completion of your Personal Info, Resume, and Job Preferences will help in matching you with employment opportunities. Once you update your [Résumé](#) and [Job Preferences](#), your Job Search Profile will reach 100%.



Blue, Ivy C.

701 Crosby ST Ste B  
Chester, PA 19013

[Edit Personal Info](#)

0 [Résumé](#)

0 [Job Preferences](#)

Want employers to find you?

Last Updated: January 24, 2012

Inbox:

You do not have any messages at this time.


FIND A JOB 

Job Cart 0


Jobs Applied For 0

Quick Links

 [Résumé](#)

 [Job Preferences](#)

 [Program Referrals](#)

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 [Search for Events](#)

Step #13  
Click "Resume"  
under the Quick  
Links.



You are logged in as: IVY C. BLUE

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PARTICIPANT ID: 3298671	NAME: Blue, Ivy C.	MAILING ADDRESS: 701 Crosby ST Ste B Chester, PA 19013
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### View Résumé List

Here is a list of the résumé(s) you have created. To edit, delete or print an existing résumé, select a radio button (o) next to the résumé name and then click the appropriate button. If you have not created a résumé click the "Create" button. To review an existing résumé click the résumé name.

There are no previously entered records.

Create

## Step #14

## Click "Create."

Here is a list of the résumé(s) you have uploaded. To edit, delete or print an existing résumé, select a radio button next to the résumé name and click the appropriate button. If you would like to upload a new résumé click the "Upload" button. To view an uploaded résumé click the résumé name.

There are no previously entered records.

Upload



You are logged in as: IVY C. BLUE

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PARTICIPANT ID: 3298671

NAME: Blue, Ivy C.

MAILING ADDRESS: 701 Crosby ST Ste B  
Chester, PA 19013

### Create Résumé

CWDS allows you to create custom résumés. To do this, give each résumé a different name listed on this résumé by entering a check next to the item. Be sure to click the 'Save and Finish' button to save your information.

Required Fields are Indicated by \*

Résumé Details

\*Name of Résumé:

Résumé Template:  [View for Definition](#)

Contact Information

You have the option to choose what contact items will display to an employer. Review your contact information. If you need to change any information, you will need to select the "Edit Contact Information" button. Enter a check next to the "Contact Item" you want to include.

Existing Contact From Base Record

Include in Résumé	Contact Item	Contact Information
<input type="checkbox"/>	Credentials:	
<input checked="" type="checkbox"/>	Address:	701 Crosby ST Ste B, Chester, PA, 19013-6096
<input checked="" type="checkbox"/>	Primary Phone:	777-888-9999
<input type="checkbox"/>	Work Phone:	215-829-6321
<input checked="" type="checkbox"/>	Cell Phone:	999-000-0741
<input type="checkbox"/>	Fax:	
<input checked="" type="checkbox"/>	Email:	ivyblu@gmail.com

[Edit Contact Information](#)

**Step #15**  
Click inside of the "Name Your Resume" box and give your resume a name such as the type of work you are looking for.

## Objective section

You have the option to define your goals. Employers will be able to view this section so be careful to use proper punctuation and capitalization.

76 characters of 300

Objectives:

To obtain an entry-level position in Finance with an emphasis in Accounting.

## Work Record

There are no previously entered records.

Create Work Record

## Military Record

There are no previously entered records.

Create Military Record

## Education Record

There are no previously entered records.

Create Education Record

## Certification/License Record

There are no previously entered records.

Create Certification/License Record

## Skills, Qualifications and Achievements Record

There are no previously entered records.

Create Skills Qualifications And Achievements Record

## References

There are no previously entered records.

Create Reference

Back

Check Spelling

Save And View

Save And Add Another

Save And Finish

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**Step #16**  
Scroll down and click "Work Record" and enter your information for the last job you held. Add additional jobs to cover the past 10 -15 years. You can also add an Objective in the box above if you want.



PARTICIPANT ID: 3298671  
NAME: Blue, Ivy C.  
MAILING ADDRESS: 701 Crosby St, Chester, PA 19013

Step #16 cont.  
The questions with the red asterisk require an answer to proceed to the next screen.

### Create Work Record

Required Fields are Indicated by \*

#### Work Record Details

\*Job Title: Tax Preparer

\*For this job, were/are you self-employed: No

\*Name of Employer: H&R Block Tax Services

Address Line 1: 900 S. 10th St.

Address Line 2:

\*City: Philadelphia

\*State: Pennsylvania

Zip Code: 19146 -

County: Philadelphia

Phone: 215 - 777 - 7777

Contact Name: Paula Polweski

\*Start Date (MM/DD/YYYY) or (MM/YYYY): 12 - 01 - 2008 [Select Date](#)

End Date (MM/DD/YYYY) or (MM/YYYY): - - - [Select Date](#)

Still Working: Yes

\*Hours/Week: 40

\*Work Status (select the status that best describes your situation): Full-time

Wage Period: Hour

If Other, (specify):

County: Philadelphia

Phone: 215 - 777 - 7777

Contact Name: Paula Polweski

\*Start Date (MM/DD/YYYY) or (MM/YYYY): 12 - 01 - 2008 [Select Date](#)

End Date (MM/DD/YYYY) or (MM/YYYY): - - [Select Date](#)

Still Working: Yes

\*Hours/Week: 40

Full-time

Hour

12.78

Select

characters of 100

32 characters of 1500

Expose to many aspects of tax situations, which range from straightforward to complex. Utilize H&R Block computer software program.

Include Work History In Job Match

Back

Check Spelling

Save And Add Another

Save And Finish

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## Step #17

Click "Spell Check" followed by "Save and Finish".  
Or if you would like to add another work record click "Save and Add Another."



You are logged in as: IVY C. BLUE

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### Create Résumé

**Step #17 cont.**  
 You can click what contact info you want to be included in your resume.

... give each résumé a different name. Then, select the items you want to include. Be sure to click the 'Save and Add Another', 'Save and View' or the 'Save and Delete' buttons.

Rec...  
 Ré...  
 ce  
 Experience Resume  [View for Definition](#)

Contact information  
 You have the option to choose what contact items will display to an employer. Review your contact information and if changes are needed select the "Edit Contact Information" button. Enter a check next to the "Contact Item" you want displayed on this résumé.

Existing Contact Items from Base Record		
Include in Résumé	Contact Item	Contact Information
<input type="checkbox"/>	Credentials:	
<input checked="" type="checkbox"/>	Address:	701 Crosby ST Ste B, Chester, PA, 19013-6096
<input checked="" type="checkbox"/>	Primary Phone:	777-888-9999
<input type="checkbox"/>	Work Phone:	215-829-6321
<input checked="" type="checkbox"/>	Cell Phone:	999-000-0741
<input type="checkbox"/>	Fax:	
<input checked="" type="checkbox"/>	Email:	ivyblu@gmail.com

[Edit Contact Information](#)

### Objective section

You have the option to define your goals. Employers will be able to view this section so be careful to use proper punctuation and capitalization.

76 characters of 300

Objectives:

To obtain an entry-level position in Finance with an emphasis in Accounting.

### Work Record

You have the option to choose how and what format the dates will display to an employer.

Display dates as:

#### Existing Work Record Table

<a href="#">Include in Résumé</a>	<a href="#">Job Title</a>	<a href="#">Employer Name</a>	<a href="#">Start Date</a>	<a href="#">End Date</a> ▼	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<a href="#">Tax Preparer</a>	H&R Block Tax Services	12/1/2008		<input type="button" value="Edit"/>

### Military Record

There are no previously entered records.

### Education Record

There are no previously entered records.

### Certification/License Record

There are no previously entered records.

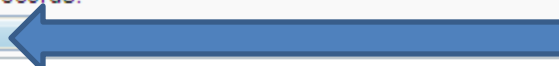
### Skills, Qualifications and Achievements Record

There are no previously entered records.

### References

There are no previously entered records.

**Step #18**  
Click "Education Record"  
and enter your information  
for the last place you  
attended school.



The questions with the red asterisk require an answer to proceed to the next screen.

## Create Education Record

Required Fields are Indicated by \*

### Education Record Details

\*Name Of School:

Address Line 1:

Address Line 2:

\*City:

\*State:

\*Degree:

Major:

Minor:

# of Credits Earned:

Additional Detail of Credits Earned: 0 characters of 100

7 [Select Date](#)

1 [Select Date](#)

of 100

Additional Information: 0 characters of 100

**Step #19**  
Click "Spell Check" followed by "Save and Finish."  
Or if you would like to add another education record click "Save and Add Another."

Work Record

You have the option to choose how and what format the dates will display to an employer.

Display dates as: Show Dates

Existing Work Record Table

Include in Résumé	Job Title	Employer Name	Start Date	End Date	Edit
<input checked="" type="checkbox"/>					Edit

Create Work Record

Military Record

There are no previously entered records.

Create Military Record

Education Record

You have the option to choose how and what format the dates will display to an employer.

Display dates as:

Existing Education Record Table

Include in Résumé	Degree	Name of School	Start Date	End Date	Edit
<input checked="" type="checkbox"/>	Bachelor's Degree or Equivalent	University of Pennsylvania	9/8/2007	5/15/2011	Edit

Create Education Record

Certification/License Record

There are no previously entered records.

Create Certification/License Record

Skills, Qualifications and Achievements Record

There are no previously entered records.

Create Skills Qualifications And Achievements Record

References

There are no previously entered records.

Create Reference

Back Check Spelling Save And View Save And Add Another Save And Finish

**Step #20**  
 Make sure to click the boxes to the left of the records you enter to ensure these items appear on your completed resume.

### Work Record

You have the option to choose how and what format the dates will display to an employer.

Display dates as:

#### Existing Work Record Table

<input type="checkbox"/>	<a href="#">Job Title</a>	<a href="#">Employer Name</a>	<a href="#">Start Date</a>	<a href="#">End Date</a> ▼	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<a href="#">Tax Preparer</a>	H&R Block Tax Services	12/1/2008		<a href="#">Edit</a>

[Create Work Record](#)

### Military Record

There are no previously entered records.

[Create Military Record](#)

### Education Record

You have the option to choose how and what format the dates will display to an employer.

Display dates as:

#### Existing Education Record Table

<input type="checkbox"/>	<a href="#">Degree</a> ▲
<input checked="" type="checkbox"/>	<a href="#">Bachelor's Degree or Equivalent</a>

[Create Education Record](#)

### Certification/License Record

There are no previously entered records.

[Create Certification/License Record](#)

### Skills, Qualifications and Achievements Record

There are no previously entered records.

[Create Skills Qualifications And Achievements Record](#)

### References

There are no previously entered records.


[Create Reference](#)

[Back](#) [Check Spelling](#) [Save And View](#) [Save And Add Another](#) [Save And Finish](#)

**Step #20 cont.**  
You can create the rest of your resume by completing any of the resume sections that apply to you.

## Work Record

You have the option to choose how and what format the dates will display to an employer.

Display dates as:  

### Existing Work Record Table

<input type="checkbox"/>	<a href="#">Job Title</a>	<a href="#">Employer Name</a>	<a href="#">Start Date</a>	<a href="#">End Date</a> ▼	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<a href="#">Tax Preparer</a>	H&R Block Tax Services	12/1/2008		<a href="#">Edit</a>

[Create Work Record](#)

## Military Record

There are no previously entered records.

## Educational Record

You have no previously entered records.

### Existing Educational Record Table

<input type="checkbox"/>	<a href="#">Start Date</a>	<a href="#">End Date</a>	<a href="#">Edit</a>
<input type="checkbox"/>	9/8/2007	5/15/2011	<a href="#">Edit</a>

## Certification/License Record

There are no previously entered records.

[Create Certification/License Record](#)

## Skills, Qualifications and Achievements Record

There are no previously entered records.

[Create Skills Qualifications And Achievements Record](#)

## References

There are no previously entered records.

[Create Reference](#)

[Back](#) [Check Spelling](#) [Save And View](#) [Save And Add Another](#) [Save And Finish](#)

# Step #21

Once you've entered all of your resume information, click "Spell Check" at the bottom of the page followed by "Save and Finish."



- Home
- Base Record
- Detailed Profile
- Jobs
- Case
- Events
- Resources
- My Account

PARTICIPANT ID: 3298671

NAME: Blue, Ivy C.

MAILING ADDRESS: 701 Crosby ST Ste B  
Chester, PA 19013

### View Résumé List

Here is a list of the résumé(s) you have created. To edit, click the résumé name and then click the appropriate button. If you have an existing résumé click the résumé name.

Select	Résumé Name	Created	Published
<input type="radio"/>	<a href="#">Finance</a>	1/24/2012	Yes

Page 1 of 1    Page 1    GO    Total number of Rows: 1    First Previous Next Last

- Create
- Edit
- Delete
- Export Résumé
- Print Résumé

Here is a list of the résumé(s) you have uploaded. To edit, click the résumé name and click the appropriate button. If you would like to upload a new résumé click the résumé name.

There are no previous records.


Upload

**Step #22**  
Once your basic resume has been entered in CWDS, click "Home" to go to your Home Page.

Click here if you want to upload your own resume (s).  
[Upload up to 3 resumes in one of the following formats: MS Word (.doc), Adobe (.pdf), or Rich Text Format (.rtf).]

**Step #23 cont.**  
**Congratulations! Your Job Search Profile should be at 70%.**






To get your Job Search Profile to be at 100% click "Job Preferences."

**FIND A JOB** 

**Job Cart** 0

**Jobs Applied For** 0

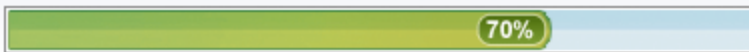
**Quick Links**

-  [Résumé](#)
-  [Job Preferences](#)
-  [Program Referrals](#)
-  [Services](#)
-  [Search for Events](#)

View more information about these services:

- [Individual Services](#)
- [Employer Services](#)
- [Provider Services](#)

100%.

**Job Search Profile:** 

**Blue, Ivy C.**

701 Crosby ST Ste B  
Chester, PA 19013

[Edit Personal Info](#)

- 1** [Résumé](#)
- 1** [Education](#)
- 1** [Work Record](#)
- 0** [Military Record](#)
- 0** [Skills, Qualifications, and Achievements](#)
- 0** [Certifications and Licenses](#)
- 0** [Job Preferences](#)

Want employers to find you?

I want to be matched with a Temp Agency:

Keep my name confidential:    
(Refer to help for more details)

\*Highest Education Level:

\*Shift Preferences:  Day  Evening  Night  Rotation

\*Duration of Employment:  0 - 3 Days  4 - 150 Days  151 + Days

\*Minimum Desired Pay (999,999.99) : \$  Per:

\*Are you willing to work on Commission Only or Salary plus Commission?

\*Workweek:  Both  Full-Time  Part-Time

Preferred Number of Part-Time hours per week:

Step #23 cont.  
Select "No" if you want employers to see your contact information.

Location Preferences

Willing to work outside of Pennsylvania:

All PA Zip Codes:

County 1:

County 2:

County 3:

Zip Code 1:

Zip Code 2:

Zip Code 3:

Answer all questions.  
The questions with the red asterisk requires an answer to proceed. Once complete, click "Save and Continue" below.

Occupation Preferences

This is the list of occupation(s) you entered. Select an occupation

Select	Occupation	Experience
<input checked="" type="checkbox"/>	Tax Preparers	38 Months

PARTICIPANT ID: 3298671	NAME: Blue, Ivy C.	MAILING ADDRESS: 701 Crosby ST Ste B Chester, PA 19013
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### Job Preferences Skills Detail

Entering the following skills and industry preferences could enhance the quality of your results. After entering your information click the "Save and Finish" button.

#### Skills Preferences

Please include all languages you speak, including English.

\*Language 1: English [v] Fluency: Fluent [v]  
Language 2: Select [v] Fluency: Select [v]  
Language 3: Select [v] Fluency: Select [v]  
\*Driver's License Type: Class C - Standard Drivers License [v]  
Driver's License State: Pennsylvania [v]  
Driver's License Endorsements:  P - Passenger  N - Tanker  
 T - Doubles/Triples  Combination of N  
 H - Hazardous Material  
Supervisory Experience: Yes [v]  
Typing Speed: 50 Words/Minute

**Step #23 cont.**  
Answer all questions.  
The questions with the red asterisk requires an answer to proceed to next screen.

#### Computer Skills

<input checked="" type="checkbox"/> Apple/Macintosh Computers Peripheral Devices (Scanners, Printers, etc.)	<input type="checkbox"/> Networking/LAN Software
<input type="checkbox"/> Data Entry Terminal (SVT, Mainframe Terminal, etc.)	<input checked="" type="checkbox"/> Personal Computer Software
<input checked="" type="checkbox"/> Database Software (Oracle, Access, etc.)	<input checked="" type="checkbox"/> Presentation Software (PowerPoint, etc.)
<input checked="" type="checkbox"/> Desktop Publishing Software (Pagemaker, etc.)	<input checked="" type="checkbox"/> Spreadsheet Software (Lotus, Excel, etc.)
<input checked="" type="checkbox"/> Email Software (Outlook, etc.)	<input checked="" type="checkbox"/> Utility Software (Virus Software, etc.)
<input type="checkbox"/> Graphics/Drawing Software (Photoshop, etc.)	<input type="checkbox"/> Web Design Software (FrontPage, etc.)
<input checked="" type="checkbox"/> Internet Browser (Netscape, IE, etc.)	<input checked="" type="checkbox"/> Word processing Software (MS Word, etc.)

Please include all languages you speak, including English.

\*Language 1: English  Fluency: Fluent

Language 2: Select  Fluency: Select

Language 3: Select  Fluency: Select

\*Driver's License Type: Class C - Standard Drivers License

Driver's License State: Pennsylvania

P - Passenger  N - Tanker

Driver's License Endorsements:  T - Doubles/Triples  Combination of N and H

H - Hazardous Material

Supervisory Experience: Yes

Typing Speed: 50  Words/Minute

### Computer Skills

Apple/Macintosh Computers Peripheral Devices (Scanners, Printers, etc.)

Networking/LAN Software (Novell, etc.)

Data Entry Terminal (SVT, Mainframe Terminal, etc.)

Personal Computers

Database Software (Oracle, Access, etc.)

Presentation Software (PowerPoint, etc.)

Desktop Publishing Software (Pagemaker, etc.)

Spreadsheet Software (Lotus, Excel, etc.)

Email Software (Outlook, etc.)

Graphics/Drawing Software (Photoshop, etc.)

Internet Browser (Netscape, IE, etc.)

### Industry Preferences

Industry 1: Select

Industry 2: Select

Industry 3: Select

Industry 4: Select

Industry 5: Select

**Step #23 cont.**  
You do not have to complete the Industry Preferences section. Once complete, Click "Save and Finish" below.



- Home
- Base Record
- Detailed Profile ▾
- Jobs ▾
- Case ▾
- Events ▾
- Resources ▾
- My Account ▾

PARTICIPANT ID: 3298671	NAME: Blue, Ivy C.	MAILING ADDRESS: 701 Crosby ST Ste B Chester, PA 19013
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### Job Preferences Summary

#### Matching Preferences

Want employers to find you?  ▾

#### Section Links

- [Update History](#)
- [Basic Preferences](#)
- [Occupation Preferences](#)
- [Industry Preferences](#)
- [Resume Views](#)
- [Location Preferences](#)
- [Skills Preferences](#)

#### Update History

Updated On: 1/24/2012  
Updated By: Participant

#### Resume Views

Number of Resume Views: 0

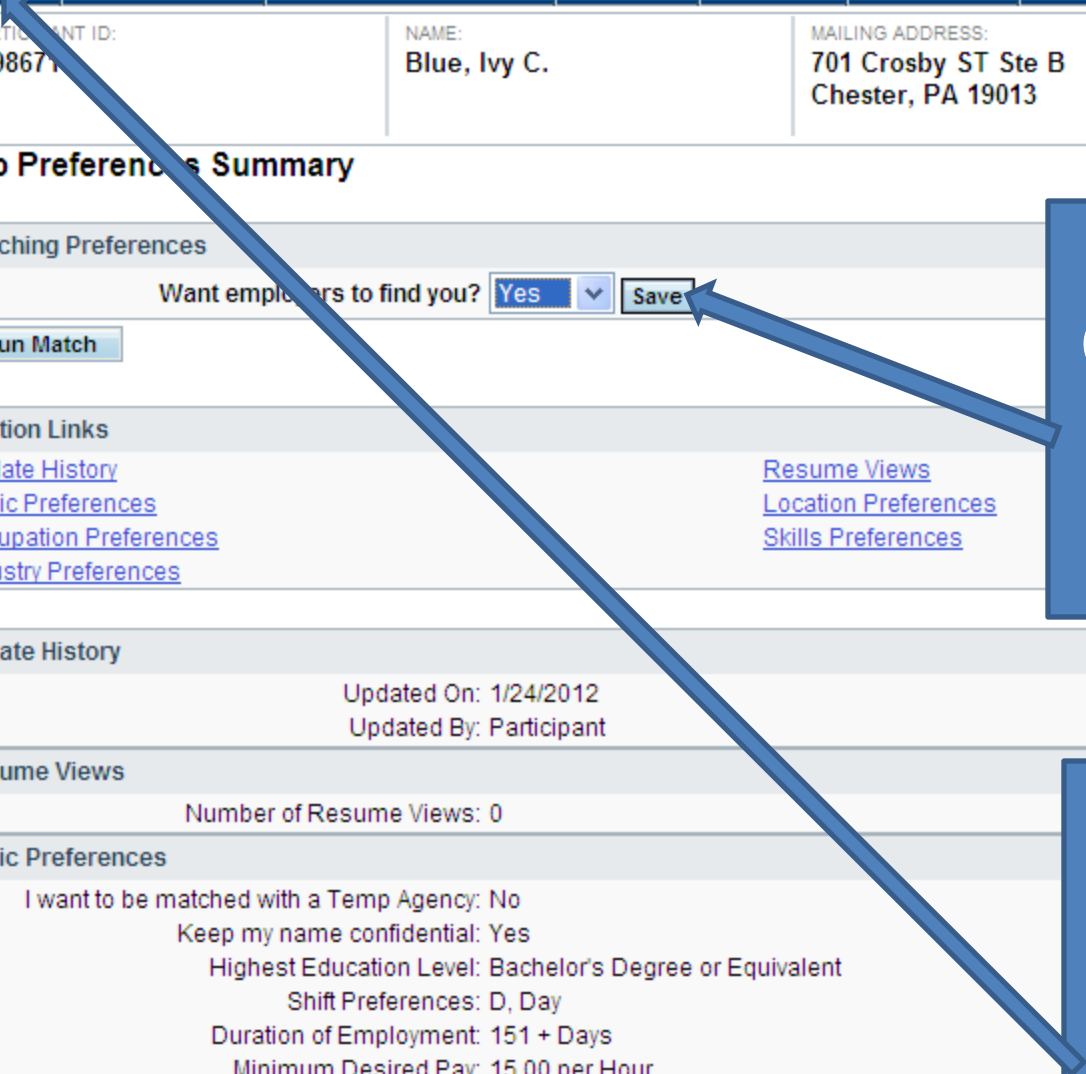
#### Basic Preferences

I want to be matched with a Temp Agency: No  
Keep my name confidential: Yes  
Highest Education Level: Bachelor's Degree or Equivalent  
Shift Preferences: D, Day  
Duration of Employment: 151 + Days  
Minimum Desired Pay: 15.00 per Hour  
Are you willing to work on Commission Only or Salary plus Commission? No  
Workweek: Full-Time

Preferred Number of Part-Time hours per week:

**Step #24**  
Click the down arrow on the "Want employers to find you?" and select "Yes" then click "Save."

This complete the Job Preferences Summary. Click "Home" to go to your Home Page.



PARTICIPANT ID: 3298671	NAME: Blue, Ivy C.	MAILING ADDRESS: 701 Crosby ST Ste B Chester, PA 19013
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### My Home Page

**Important Announcement(s):**

**FIND A JOB** 

**Your Job Search Profile should be at 100%.  
You have completed your enrollment requirements on the PA CareerLink® Website.**

**0**

**0**

Completion of your Personal Info, Resume, and Job Preferences will help in matching you with employment opportunities.

**Job Search Profile:** 





**Blue, Ivy C.**

701 Crosby ST Ste B  
Chester, PA 19013

[Edit Personal Info](#)

- 1** [Résumé](#)
- 1** [Education](#)
- 1** [Work Record](#)
- 0** [Military Record](#)
- 0** [Skills, Qualifications, and Achievements](#)
- 0** [Certifications and Licenses](#)
- 1** [Job Preferences](#)

Want employers to find you?

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