Creating an OhioMeansJobs.com Account & Resume for job searching



Go to: OhioMeansJobs.com, click on the green "Get Started" button under Individuals

Click on the green "Backpack"



If a New User, click on the green "Register" button. If a returning user, enter user information and click the green, "Sign In" button

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Click on "Manage Resumes" on the right-hand side





If NO resume, click on green, "Create Resume" button to enter all information

Enter all data!



If <u>UPLOADING</u> a Microsoft Word or PDF version of a resume, click on the green, "Upload Resume" button



Enter all information, click grey, "Choose File" button at the bottom to attach your document

