



Kansas Education Employment Board Training Series

Creating and Managing a Resume

Individuals interested in obtaining an education position in Kansas can begin their job search by creating a resume within the Kansas Education Employment Board (KEEB). This resume can be used to apply for job postings on the KEEB website and you can also allow the resume to be searchable for employers across the state to locate your resume and contact information. Applicants can also create multiple resumes, so that you can create a resume customized to a particular employer. To create your first resume follow the directions below:

Creating a Resume

1. Login to your Applicant Account
2. Click on Resume Builder under Job Seeker in the KEEB Main Menu.
3. Creating a new resume involves six steps, which are listed below. Each step is brief, but contains necessary information for an education resume.
4. At any time in the process you can use the back button to return to a previous step.

Step 1: Background Information

1. Type a name for the resume in the Title of This Resume textbox. An example of a Resume title may be John Doe – Middle School Science or John Doe – USD 900 Application. *Putting your name in the resume title allows districts and employers to search by your name to locate your resume. Including your name in the resume title is not a requirement, but beneficial only if you will be creating a resume that employers can search for.*
2. Identify the start date that you will be available for employment
3. Answer the background questions by selecting Yes or No
4. Type in the provided textbox to identify any additional activities or sports you are qualified to sponsor, foreign languages, and the name of the institution responsible for your credentials.
5. Click continue when you have completed step 1.

Step 2: Professional Education

1. To add a degree type the type of degree you have (*One degree is required on a resume*)
2. Type the name of the institution the degree was completed at
3. Type the number of years you attended (ex. 5)
4. From the dropdown menu identify the date that the degree was conferred or the date of graduation.
5. Identify the field that your major was completed in (ex. Physical Education)
6. Click Add Line Item
7. For additional degrees follow the steps above.
8. If you need to modify a degree, click delete for that particular degree and follow the steps above for adding a degree.
9. Click continue when you have completed step 2.

Step 3: Licensure

1. List any teaching licenses or certifications you may have in Step 3.



2. From the Endorsement drop down menu select the endorsement that most closely describes your education license.
3. From the Status drop down menu identify the status of your license. *If you are licensed out of state make sure to select Out-of-State.*
4. From the Grade drop down menu identify the grade level that your license covers.
5. From the State drop down menu identify the state that this license is from.
6. From the dropdown menus identify the start and expiration date of the license
7. Click on Add Line Item
8. Repeat the licensure steps to add additional licenses to your resume
9. If you need to modify a license, click delete for that particular license and follow the steps above for adding a license.
10. Click continue when you have completed step 3

Step 4: Employment History

1. List any employment history that is relevant to your education career in Step 4.
2. In the Employer textbox type the name of the employer
3. In the Position textbox type the name of the position
4. From the dropdown menus identify the start and end date of employment (*If you are still employed by the employer use an estimated end date of employment*)
5. In the Reason for Leaving type the reason for leaving the position.
6. Repeat the steps to add additional employment history.
7. If you need to modify a job, click delete for that particular job and follow the steps above for adding employment history.
8. Click continue when you have completed step 4.

Step 5: Personal References

1. List any personal references that you would like employers to contact when considering you for employment (3 references recommended)
2. Fill in the necessary information for schools to contact the reference
3. Click Add Item
4. Add additional references and Click Add Item
5. If you need to modify a reference, click delete for that particular reference and follow the steps above for adding reference.
6. Click continue when you have completed step 5.

Step 6: Uploading Files and Creating a Cover Letter or Resume (Optional)

1. Step 6 is optional and you can skip it by clicking continue. (*this step allows you to personalize your resume and provide schools with additional information...it is recommended that you include some information here*)
2. Step 6 allows you to upload a variety of supplementary materials to your resume including a digital photo, short video, cover letter, resume, or copy and paste a cover letter or resume into a textbox.
3. When uploading files, select which file type you wish to upload and then hit the browse button.
4. Select the file from your local computer.
5. Due to the size restrictions of the file, **only one file at a time can be uploaded.**
6. In the cover letter and resume textboxes you can either type in the textbox or copy and paste text from another document into the textboxes.
7. Click save cover letter and resume if you add text in the textboxes.
8. Click continue when you have completed step 6.



Confirmation Page

1. The final step is to preview your resume.
2. If you need to return to a previous step to make changes you can click on Edit under that particular steps heading. For example, under the Professional Education heading click on Edit Professional Education
3. Follow the steps above to make any modifications to the sections of the resume.
4. Click Save and Finish when you have approved the preview of your application.

<p>Professional Education: Edit Professional Education</p>
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Managing Resumes

1. After you create a resume you will see it listed on your My Account page.
2. You can do the following tasks:
 - a. View the resume
 - b. Modify the resume (See directions below)
 - c. Delete the resume
 - d. Identify whether the resume is searchable (If your resume is searchable you will be included in the search engine that employers have access to. If your resume is not searchable it will only be available to those employers that you apply for a specific position with)
 - e. If you have multiple resumes, you can identify which resume is the default searchable resume.

List of Stored Resumes

Searchable:	Default Resume:	Resume Title:	
<input checked="" type="radio"/> YES <input type="radio"/> NO	<input checked="" type="radio"/> Default	Science Teacher	  

Modifying a Resume

1. To modify a resume click on the edit button for that particular resume (pencil on a piece of paper icon).
2. Select the step that you would like to edit by clicking on the appropriate step link.

<p>Step One Step Two Step Three Step Four Step Five Step Six</p>
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3. Make the needed edits in that step and click on Update Step at the bottom of the page to save the edits.
4. Proceed to another step or click on My Account to exit Edit Resume.

Update Step One	My Account
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