

# 5 Quick Tips for Maine Job Link Resumes

## Use the resume builder to create a resume

Having a resume in Maine JobLink helps employers find you. Follow the resume builder step-by-step process and use these additional guides if you need help:

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### Resources

#### Job Seeker Resources

##### Maine JobLink Job Seeker Guides

- [Creating a Job Seeker Account](#)
- [Creating a Resume](#)
- [Searching for Jobs](#)
- [Job Seeker User Guide](#)

Under the “Resources” tab, there is an auto-generated video to help you develop your resume. You can also search the “Job Seeker User Guide” for help.

## Have a focused resume title

A resume with a title that makes use of key words is an easy way to be sure that your resume is shown to the right employer. Use a title that clearly links you to the position you are seeking. A descriptive title such as “**Heavy Equipment Operator**” or “**Retail Associate—Apparel**” will bring your resume to an employer’s attention more effectively. Maine JobLink’s resume builder can help you find the right keywords.

## **Upload an existing resume**

Uploading an existing resume is a quick way to make sure that you get seen when an employer searches for job candidates.

## **Create multiple resumes**

Maine JobLink lets you upload multiple resumes. This allows you to showcase different sets of skills so that you are visible to as many employers as possible.

## **Contact the CareerCenter for help**

For any resume help, including uploading or posting to Maine JobLink, contact the CareerCenter by calling 1-888-457-8883 or emailing [MaineDOL.CareerCenter@maine.gov](mailto:MaineDOL.CareerCenter@maine.gov)