

Would you like to increase your job opportunities?

Would you like to be among the first candidates notified of jobs for which you may be qualified?

Complete an Employ Florida Marketplace Registration and Build a Résumé

- Step I: Log on to www.employflorida.com
- Step II: Select (Click on) Job Seekers, Create a Résumé, Option 2 - Create an Account, Individual
- Step III: Create a username and password.
Write down your username and password, you will need to access your account in the future.
- Step IV: Complete each block of information completely, taking special care to enter “Desired Occupations” and “Desired Locations.” Remember to save at the end of each screen.
- Step V: Select (Click on) My Portfolio, My Individual Profile, Personal Profile (left-hand margin menu, under Quick Menu)
Select (Click on) Background Tab. Complete your background – Education, Employment, etc.
- Step VI: Select (Click on) Résumé Builder (left-hand margin menu, under Quick menu)
Select (Click on) Create New Résumé. Fill in your résumé and title it after your desired occupations.
- Once you have a résumé in the system, there are four résumé options. You may use any option, keeping in mind that some of the background information entered earlier will populate forward to assist you as you complete the résumé.
 - If you have created a word document résumé, add it as an attachment in addition to the system generated résumé.
 - The letters section, just under the Correspondence heading, provides an opportunity to merge a cover letter for your résumé. Create as many letters as you want and store them.
- Step VII: Select (Click on) Virtual Recruiter.
- Complete job search screens and save search.
 - Virtual Recruiter will notify you as positions that you have identified become available.

Maximize Your Job Search - logon to EmployFlorida.com and keep current

- Step VIII: In the left-hand margin menu, select My Portfolio – My Individual Profiles.
- A dialog box will appear if you have unread messages in your inbox.
 - At the top of this screen you will see two headings with specific areas of your profile. If you click on the plus (+) sign at the left of each heading, you will see the information sections under each heading.
- Step IX: Select (Click on) Personal Profile, then select General Information.
- Review each field for accuracy and update any inaccurate information. Please provide an email address, if you have one, or update if email address has changed.
 - Red Asterisks indicate that a field must be completed before you can continue.
 - Blue text fields indicate specific formatting requirements and a question mark indicates a “Help” screen.
 - Remember to save at the end of the screen.

www.careersourcesouthwestflorida.com