

WELCOME TO MINNESOTA'S JOB BANK

Where Job Seekers and Employers Click

Minnesota's Job Bank (MJB) allows you to seek work in the convenience of your own home or at any location with Internet access. You can access hundreds of new jobs posted every week. Plus, MJB give you access to career information, training opportunities and WorkForce Center events.

You can post your resume on MJB using an attractive and standardized format. Your resume is then available to employers who are searching for job candidates. At all times you personally control updating your resume and/or removing it once you are employed or if you are no longer searching for work.

FOLLOW THESE SIMPLE STEPS TO FINDING THE JOB OF YOUR DREAMS

On the Internet (home or from another location):

1) Go to website: www.mnworks.org

2) Next click on

3) Then click

Registration



You will be entering basic demographic information on a series of different screens. Remember to click on the button to save each page.

You will be creating a username and password (case sensitive) that you use to access your account. Please write it down:

Username _____ (6 – 20 characters)

Password _____ (6 – 20 characters)

Once your registration is completed, we recommend you post your resume. Remember that first impressions are important. Registered employers may view your resume.

To submit your **Resume** click:

Next, complete the sections of your resume by clicking on the underlined links.

- Resume Builder**
- [Objective:](#)
 - [Education:](#)
 - [Certificates/Licenses:](#)
 - [Job History:](#)
 - [Skills:](#)
 - [Activities:](#)
 - [Notes:](#)
 - [Desired Occupations:](#)
 - [Desired Locations/Schedule:](#)
 - [Post on Internet:](#)



To search for **Jobs** click:

Next, select a geographic area (required) and other criteria as desired. Then click on "Search for Jobs."

Search by Geographic Location : (Required)

Within miles of ZIP code

OR

By County or Region

OR

Statewide

Search with an Occupation : (Optional)

You can refine your search to a specific occupation(s). This is not required.

No occupations selected



To view job listings, click on the underlined job title.

<u>Date Entered</u>	<u>Job Title</u>	<u>Part Time</u>	<u>City</u>
Jun-18-2004	Secretary/Administrative Assistant		Sauk Rapids
Jun-18-2004	Soldering		West Bloomington

Remember to always when you are finished.