

smart

resume builder, job matching and insight tool

Do you want to create a resume by answering some yes or no type questions? Do you want to easily enhance your current resume?

SMART can help you create or enhance a resume with very little typing. The statements it uses to build your resume will apply the language that businesses ask for, and that other job seekers use in their resumes. These strong statements lay a good foundation for your resume and will help you compete when you apply for jobs.

Do you want to try something other than keyword matching?

SMART Job Matching reads your resume and understands the knowledge, skills and abilities you have gained through your experiences. The system asks: "Who are you?" and "Where are you going?" It then recommends potential career opportunities that will use your skills.

Would you like to find jobs that you may not locate with other key word search sites?

You may have skills for a job that you have not considered before and would not find with a traditional job search. SMART can help you open the door to more opportunities by matching your skills to new kinds of job openings — jobs that keyword searches won't find.

Would you like to set up an automatic search agent that will send you job lead e-mails as often as daily, with your daily top 10 job leads?

SMART looks for new job leads every day, sending you the top 10 job leads each day (or once a week, when no strong leads are available). Each e-mail contains job leads rated on a five-star scale, and the links to the full job description. If you want to apply for a job, simply follow the directions in the job opening. No employer will see your resume unless you choose to apply for the job, and send it when you apply.

A proud member of the
Workforce  **New York**
network


NYS
DEPARTMENT
OF LABOR
PROTECT | ASSIST | CONNECT

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Would you like to find out about real-world employees in the type of position you seek? Would you like to explore what jobs they have held previously? SMART's Insight Tools allow you to:

- Explore the skills, education, and experience of real workers in jobs such as the one you seek
- Find out what career paths others have taken before gaining their current position
- Single out a specific job opening, and find more jobs like it

If you want to work with all of the SMART features, contact your local One-Stop Career Center.

For contact information visit: www.labor.ny.gov

PROTECT *all Workers*

ASSIST *the Unemployed*

CONNECT *Employers and Workers*

