

Using O*NET Website for Résumé Development

The O*NET website is operated by the U.S. Department of Labor and is the largest website source of occupational information in the U.S. The O*NET website lists a tremendous amount of information relating to hundreds of occupations including: *Tasks, Knowledge, Skills, Abilities, Work Activities, Work Context, Training, Interests, Work Values, Related Occupations, Wages & Employment Information*

This information can be used to help you create a winning résumé!!

*Note: If you have CalJobs already open, you do not have to close it to view O*NET. Go back to the desktop (shrink CalJobs to the to the bottom bar), then double click on the Internet Explorer icon and a 2nd Internet window will open. Navigate to O*NET in this 2nd window and you can switch between O*NET and CalJobs to view info or cut and paste from O*NET to CalJobs or other résumé program.*

1. Go to <http://online.onetcenter.org> and click on **Find Occupations**.
2. Type in a **“Keyword”** or phrase in the top left **Search box** that is related to an occupation you want to list on your resume. (For example if you type “wood”, a list of all occupations in the database that involve “wood” will appear so you can select the occupation that matches what you did).
3. Click on the **“Go”** button and the list of occupations will appear.
4. Select a job title from the list that describes the job you want to put on your résumé. A page will open showing 12 categories of information about the occupation you selected. For creating a résumé, you only need to use the first category called **“Tasks”**.

The Task list describes the typical job duties that are done on a regular basis by a person working with that job title. Not everyone does all of the duties listed on the task list, but everyone does some of the duties on the list. Read the task descriptions to find the things you did on the job you had. You can use this information to fill in a list of skills or to create a job duties description.

You can Print the task list; write down the information from it you want to put on your résumé or even Copy and Paste the information from it on to your résumé.

5. Repeat steps 1- 4 for each different occupation you want to list on your résumé. To find other occupations that use similar skills to an occupation you selected, click on the *Related Occupations* link located just above the list of Tasks for the occupation you selected.

