

# OhioMeansJobs K-12

## Student Profile



Want to customize your experience in OhioMeansJobs K-12? The Profile lets you save and store your career planning activities and account information. Take a look at everything you can do in your Profile.

**Create Your Career Plan:** The Career Plan helps you set goals, schedule activities, set deadlines and keep track of your progress. Interested in more than one occupation? Just create another Career Plan or update your existing plan. You can save up to five different plans in your Profile.

**Search and Save Occupations, Schools and Training Programs:** When searching occupations, you can explore Ohio schools that offer related programs. You can save occupations, schools or training programs and scholarships that interest you as well.

**View and Update Your Calendar:** The Calendar will help you keep track of the action steps you select when creating your Career Plan. You can pick target dates and add notes for each item. The Profile displays a summary of your progress toward your goal and lets you know about upcoming events.

**Complete Assessments and Training Online:** Your Profile displays recommended assessments and the results of practice tests taken in OhioMeansJobs K-12. Build your skills and career readiness with learning tools, assessments and tutorials using the online Assessments and Training center.

**Create and Upload Resumes:** Your Profile shows how many resumes you have in your file (you can save up to five), how the experts rated your resume (optional) and whether your resume can be viewed by employers (optional). You can update and email your resume at any time.

**Search and Save Jobs:** Ready to search for a job, or just curious to see what employers are looking for? You can search through real jobs postings to learn more about companies, salaries, skills and much more. When you are ready to get some experience, use the Job Search to find internships or jobs based on location, key word or job title.

**Create, Review and Update Your Future Budget:** Creating a good career plan requires a realistic view of your world. The Profile makes it easy to see your target salary and update your planned expenses as your situation and goals change.

**Edit Your Account:** You can edit your account and contact information any time directly from your Profile.

**Upload and Store Documents:** You can store up to 15 documents in your Profile — resumes, cover letters, samples of your work, test results, certificates and more. Note: There is a 500kb file size limit for each individual document.