

Using O*Net for Résumés

O*Net provides a wealth of insight as you tailor your résumé. You'll be able to identify the skills that various jobs are seeking and get a list of specific job tasks to help you find related wording as you tailor your résumé.

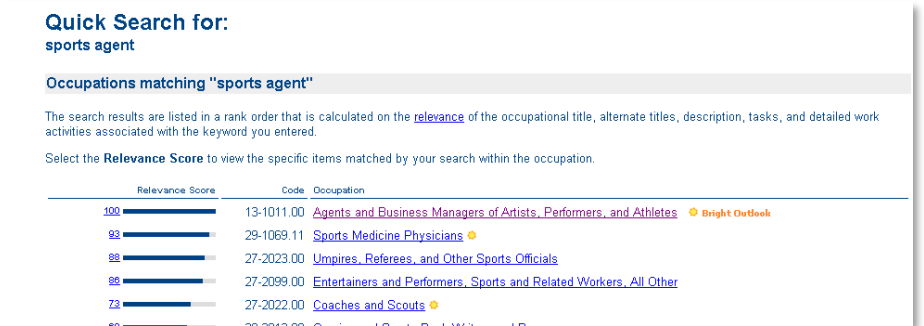
Step 1.

- Click on www.onetonline.org
- Type the job you're targeting.



Step 2.

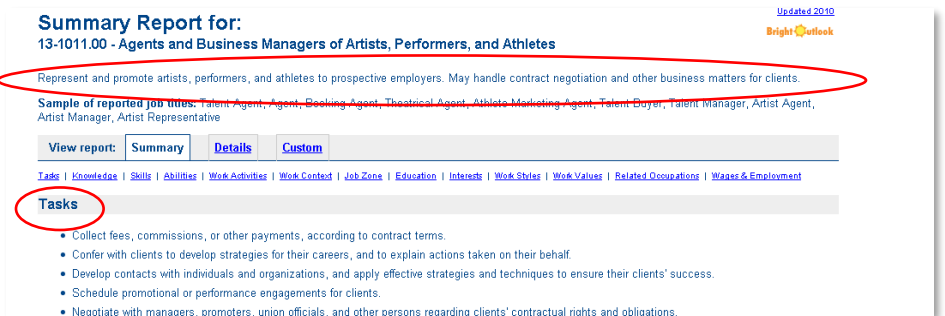
Select the best match from the list.



Step 3.

When you select the job you are targeting, pay special attention to these sections at the beginning:

- The introductory sentence or paragraph, and
- "Tasks."

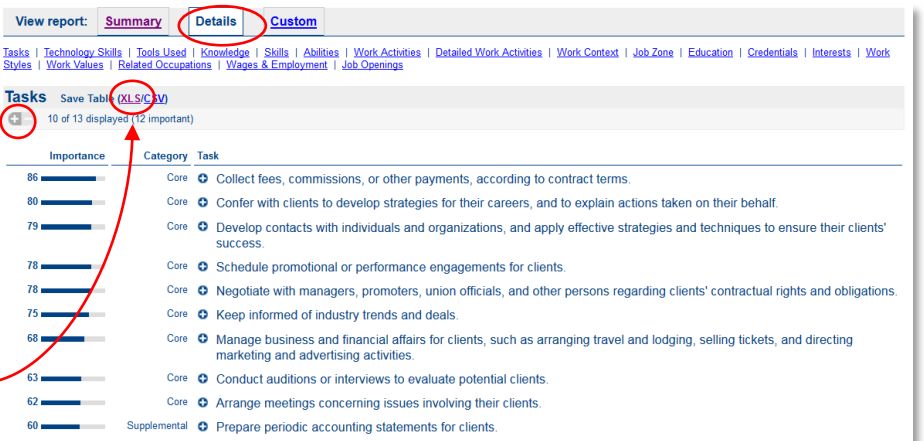


Step 4.

Next, get an expanded tasks list:

- Select the "Details" tab
- Click on the "+" sign.

This will provide you with a more specific list of tasks, in descending order of importance, and will identify which tasks are core (performed regularly) vs. supplemental (undertaken less frequently).



Step 5.

Save the Tasks Table using XLS link above and print out your results using Excel.

Tasks		
13-1011.00 - Agents and Business Managers of Artists, Performers, and Athletes		
Importance	Category	Task
86	Core	Collect fees, commissions, or other payments, according to contract terms.
80	Core	Confer with clients to develop strategies for their careers, and to explain actions taken on their behalf.
79	Core	Develop contacts with individuals and organizations, and