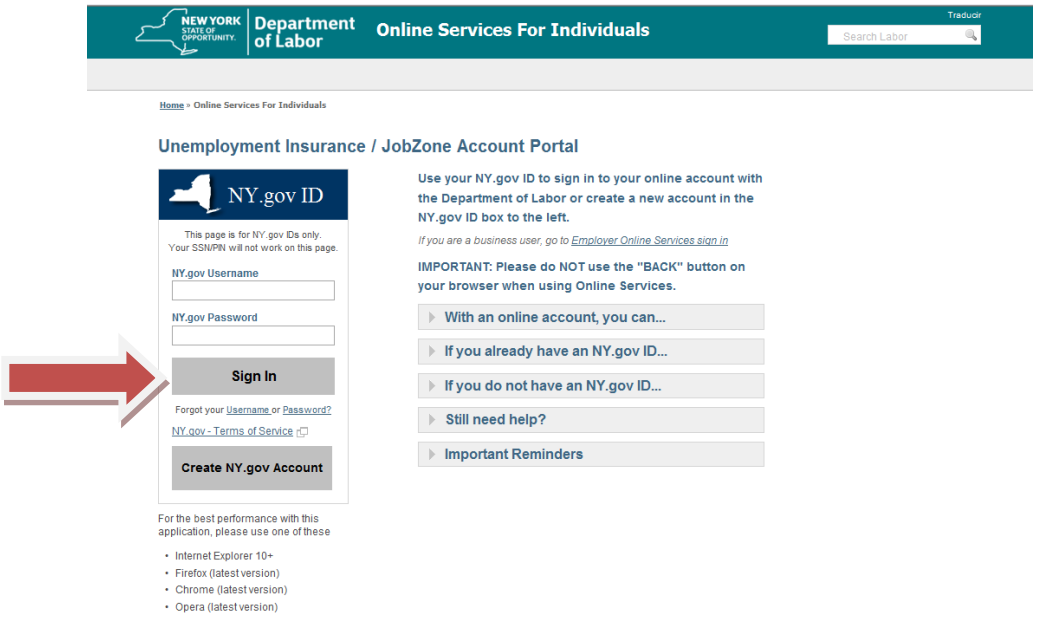
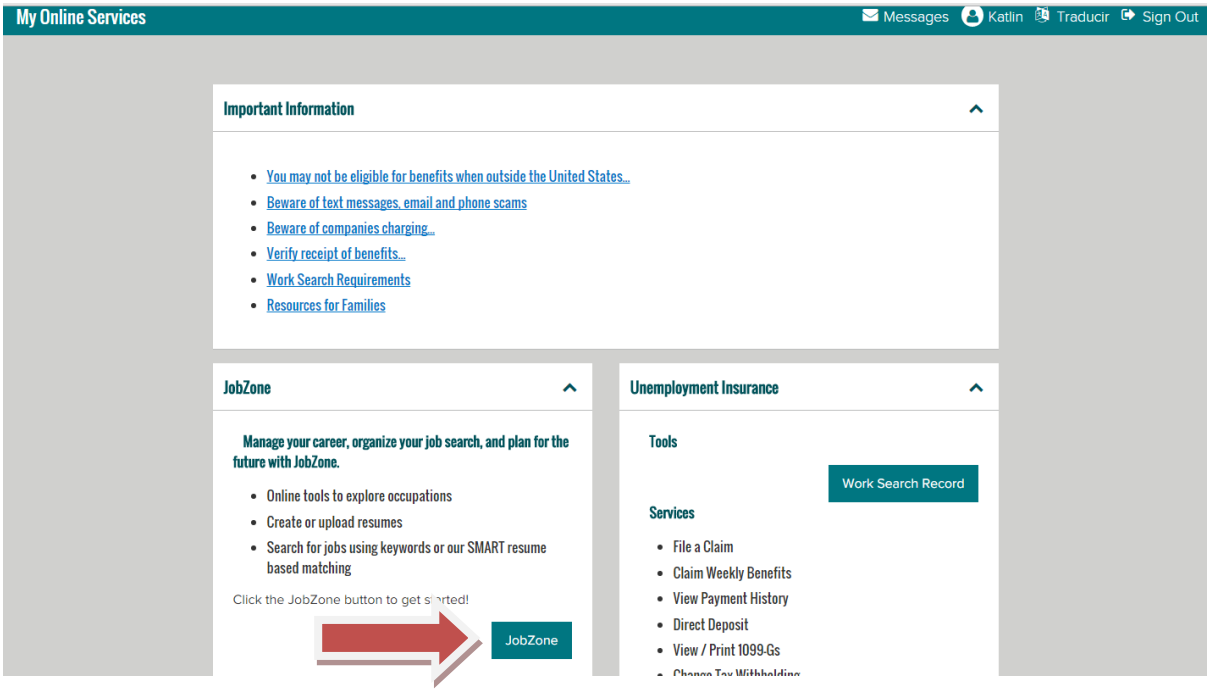
My NY.GOV Online Services

A JobZone Guide: Editing Work History

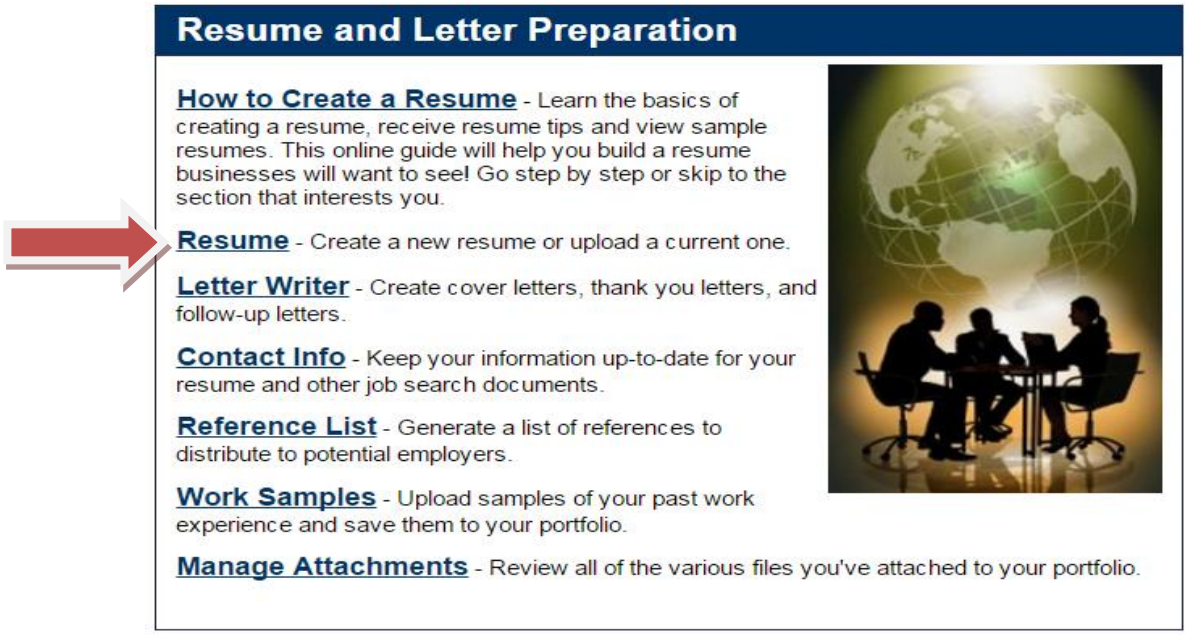
Your NY.gov account profile is located in the Resume Builder of JobZone. To access your work history you must first be logged into JobZone. Use your NY.gov username and password to login to your *Online Services for Individuals* page, and then select JobZone.



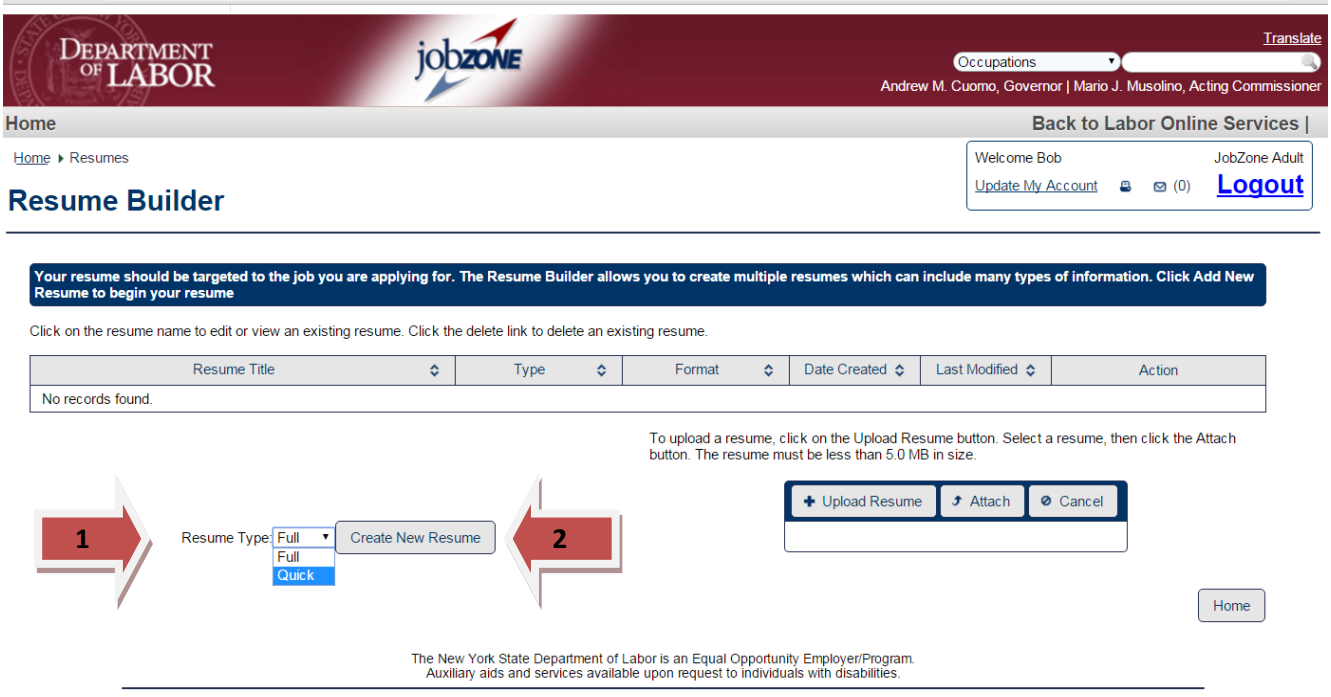
Click on the JobZone link on the left of the screen to access the website.



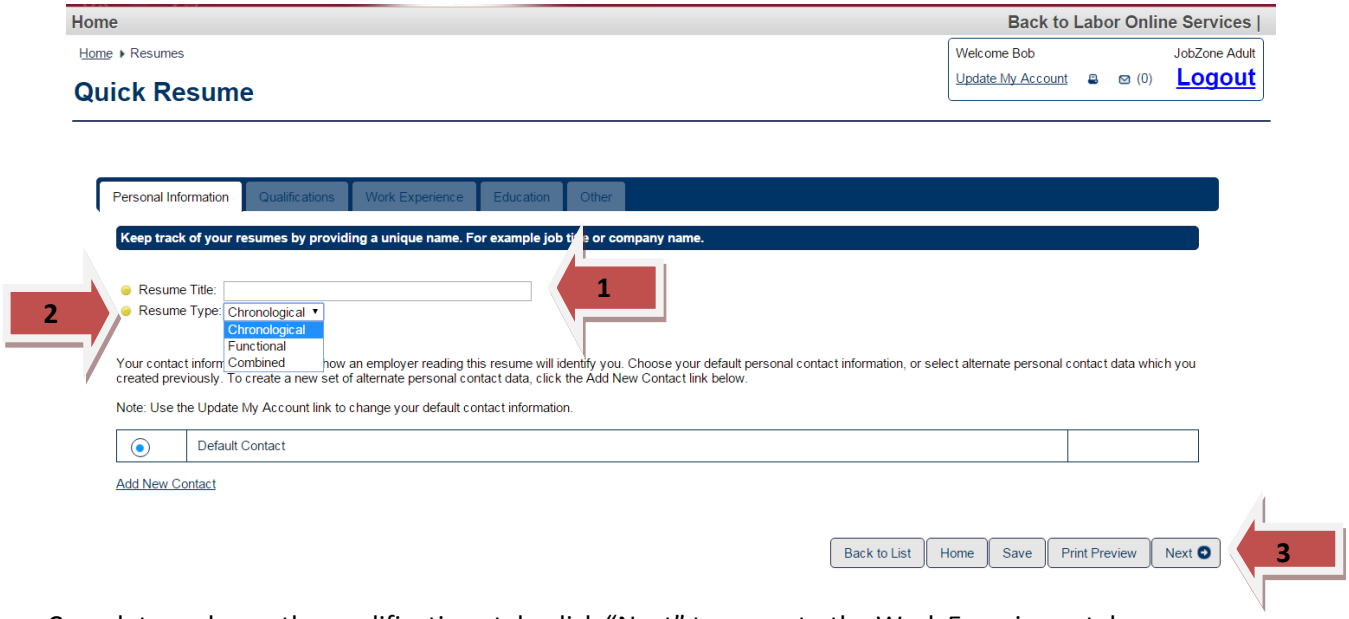
Once you are logged into your JobZone account click on ‘Resume’ under the Resume and Letter Preparation title.



You have the choice to create a quick or full resume. Once you have selected the resume type, click on ‘Create New Resume’

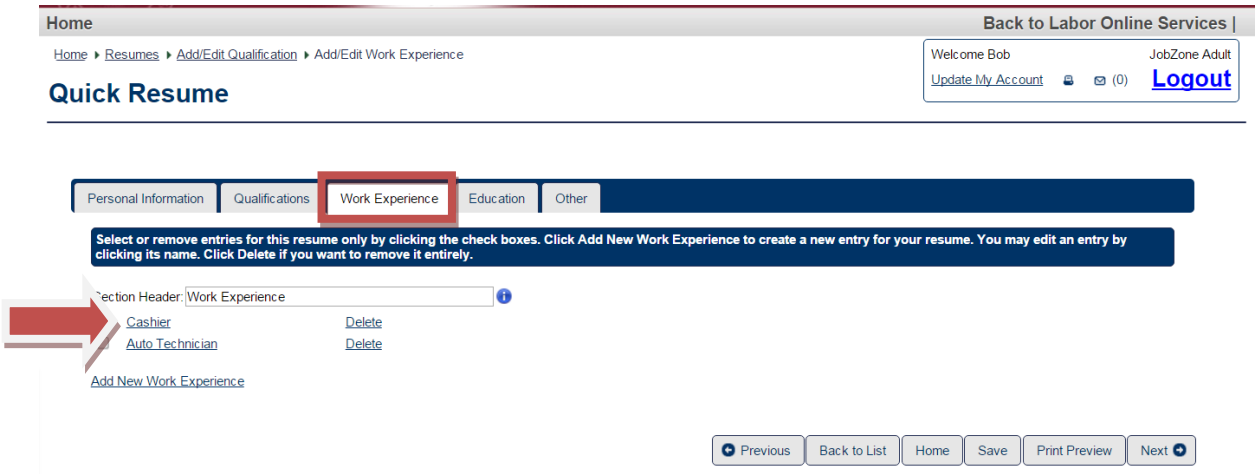


Give the resume a title and select the resume type from the dropdown arrow. Navigate through the resume builder using the gray buttons at the bottom of the screen. Click on 'Next' to move to the next tab.

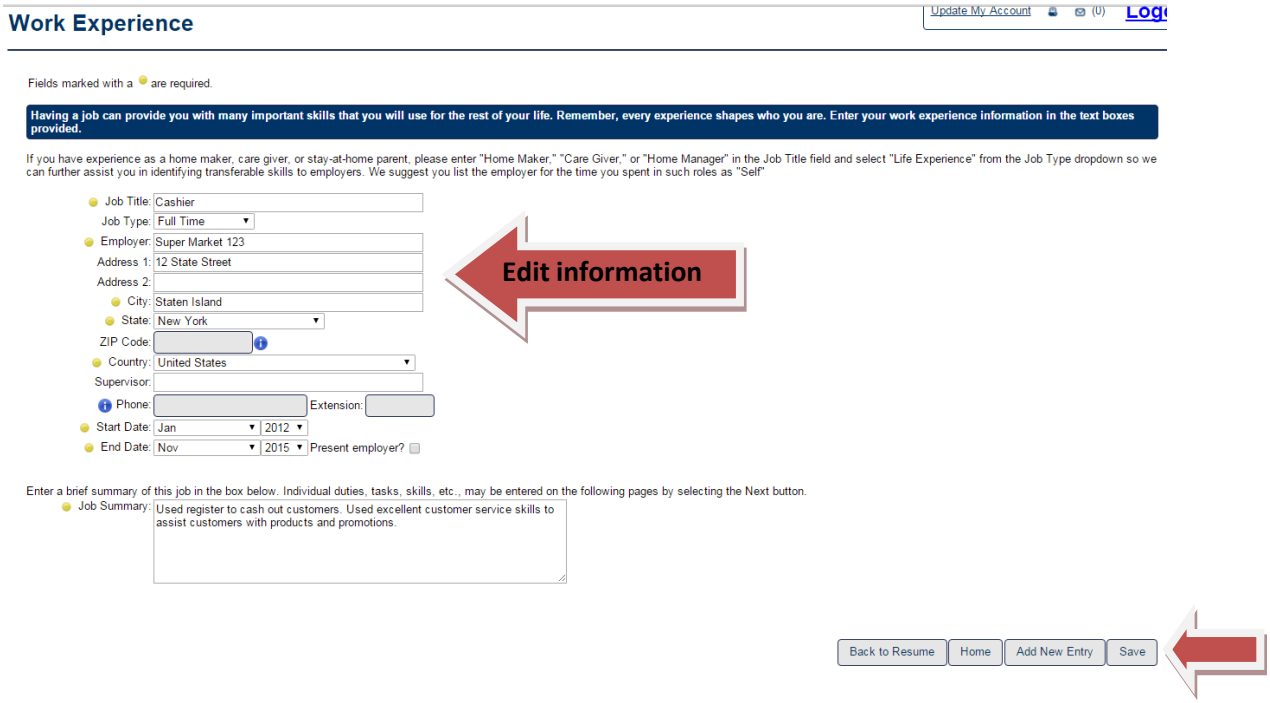


Complete and save the qualifications tab, click "Next" to move to the Work Experience tab.

Your work history will be accessible in the **Work Experience** tab. To view and edit the information, click on the title, for example 'Cashier.'



This will bring up the details of the work history. You can edit or add any field available. Click on the gray 'Save' button to save any edits you made. To return to the previous screen, click 'Back to Resume.' Complete the same steps to edit any additional work history stored in this tab.



After you have made edits to your work history you can continue with the quick resume adding your education to the 'Education' tab and any additional information to the 'Other' tab.

**Your work history can also be edited by Career Center staff. When attending an appointment at your local Career Center, speak with your advisor on updating your work history and/or making any corrections.