

STATE OF MINNESOTA

...how to apply



careers@state.mn.us
www.careers.state.mn.us

EQUAL OPPORTUNITY EMPLOYER

visit us **online** & take control of **your career** search

submit your resume...

- visit www.careers.state.mn.us
- select "My State Job Search"
- select "Create a My State Job Search Account"
- select "Resume Builder"
- build a resume or paste a text copy of your existing resume

apply to openings...

- select "Apply for Jobs"
- select "Search for Jobs"
- scroll to bottom & select "Search"
- check box on left, scroll to bottom & select "View Selected Jobs"
- check "Apply to This Job"
- scroll to bottom & select "Apply to Selected Jobs"

set email notifications...

- select "Job Search Agents"

tips...

- save your user id & password
- submit one resume with all relevant skills & experience
- apply to each opportunity that interests you & for which you meet the minimum qualifications
- save the posting number, details & point of contact each time you apply
- use broad search criteria for "Search for Jobs" & when creating "Job Search Agents"

Don't have access to the internet?

Submit a copy of your resume & application to:

Centennial Office Building, 658 Cedar Street, Saint Paul, MN 55155