

PSNA

Pennsylvania State Nurses Association



CAREER CENTER

JOBSEEKER MANUAL

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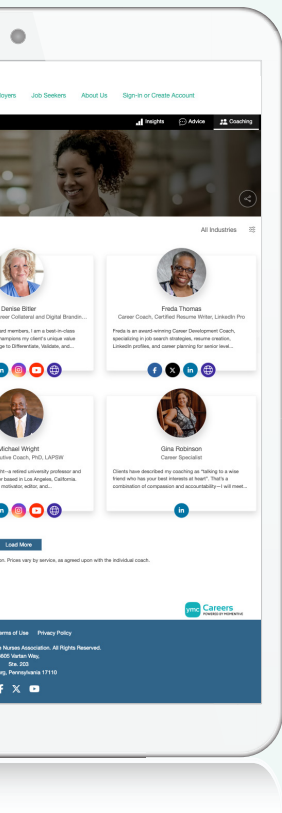


Welcome to the PSNA Career Center

The PSNA Career Center is your trusted hub for advancing your professional journey. Whether you're exploring new opportunities or looking to grow in your field, we're here to support your career with confidence.

JOB SEEKER BENEFITS

- **Create job alerts** for opportunities that match your selected criteria.
- **Upload your resume** so employers can connect with you while you maintain control over who can access your information.
- **Receive** a free resume review from an expert writer that highlights your strengths and areas for improvement, increasing your chances of landing an interview.
- **Stand out with Premium Services** that provide professional writing assistance and interview preparation designed to help you land your dream role.
- **Browse career articles** on personal branding, networking, leadership, and more. Career Advice resources guide you through every step of your journey.
- **Supercharge your career with Career Coaching.** Work with a dedicated expert for guidance in career planning, interview techniques, resume building, and more.
- **Explore Community Intel** to get the bigger picture. Make informed decisions and find opportunities that align with your goals and lifestyle.
- **Use AI Summary & Insights** to quickly determine whether a job aligns with your experience and goals.



Creating Your Job Seeker Account

<https://psna.careerwebsite.com/account/>

Your account allows you to set up job alerts, apply for top jobs in the industry, publish your resume, and access resume review services, which are available only to registered jobseekers, along with other features that require you to log in.

How to Create Your Account

1. On the psna.careerwebsite.com homepage under the job seeker section, click on the My Account link.
2. Log in and enter your details under the Create a New Account section.

3. Enter all required information.

Tip 1 - All required fields are marked with an asterisk.

Tip 2 - Keep your login credentials in a secure place. You will need these to log in later.

4. You'll then arrive at your primary account homepage, which is displayed each time you log in.

Accessing Your Account

Your dashboard is your control center for managing your job search.

From your account, you can:

- Upload and manage resumes
- Submit your resume for review
- Control resume visibility settings
- Apply for jobs
- Track applications
- Save jobs
- View employer messages



Your My Account page includes several options:



Settings

allows you to update personal information that was entered when the account was created.



My Messages

holds a welcome message that introduces you to your account and the functionality of the board. It also contains notifications and contact requests from employers.



My Job Applications

organizes the job applications you've sent to employers and recruiters.

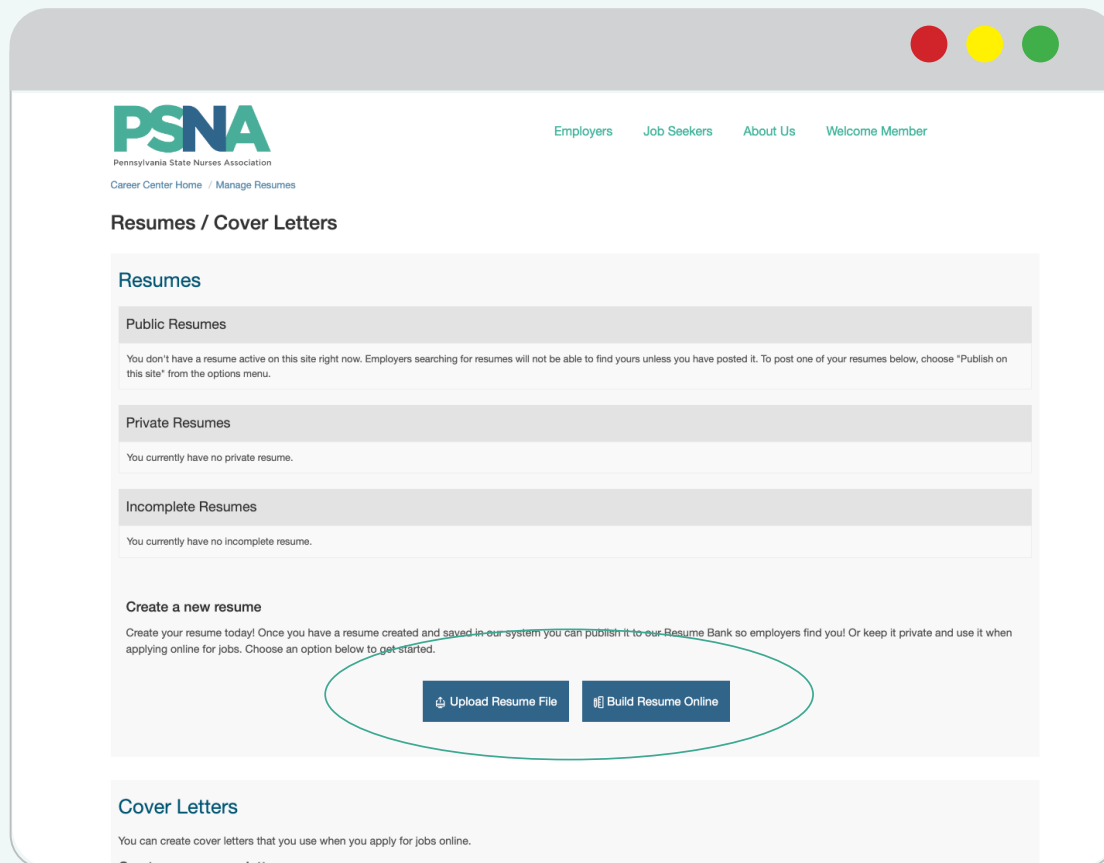


My Saved Jobs

contains jobs you've saved to review later or apply to at another time.

Resume Career Profile

<https://psna.careerwebsite.com/resumes/>



You have two options on how to build your profile on the Job Board.

Option 1: Upload an Existing Resume

Upload a DOC or PDF file.

Option 2: Build Your Resume Online

Create and format your resume directly within the Career Center.

You may store multiple resumes in your account. Only the resume you choose to publish will appear in the Resume Bank.

YM Careers uses a third-party parsing software to pinpoint specific contact information in a document and hide it from an employer's view. While the parsing is accurate, we provide users with steps to double-check their work before saving the final version of the resume.

Upload an existing document

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Employers Job Seekers About Us Welco

Career Center Home / Manage Resumes / Upload Resume

Upload Your Resume Document

Choose file* No file selected

Upload Resume

Submit my resume for a free evaluation from a trusted resume expert at TopResume YES

*Required field

We accept resumes in both DOC and PDF format.

How to Upload Your Resume

- Click Choose File
 - Select your document
 - Click Upload Resume
- That's it. Your resume will be saved to your account.

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Career Center Home / Manage Resumes / Upload Resume

Upload Your Resume Document

Choose file* No file selected

Upload Resume

Submit my resume for a free evaluation from a trusted resume expert at TopResume YES

*Required field

You also have an option to submit your resume for FREE evaluation from a trusted resume expert at TopResume.

Build an online resume

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Career Center Home / Manage Resumes / Create

Create a New Resume

Complete your resume by filling in each section. Employers will find your resume using the information you enter below. The more information you fill in, the more searchable your resume becomes.

Resume Settings

This is for your own reference. It will not be visible to employers.

Resume Name *

Contact Information

This contact information will only be shown when you release it to an employer.

First Name * Last Name * Suffix E-mail Address * Phone

Fax Web site LinkedIn

A few things to keep in mind or note about this setup:

- All fields with the * (asterisk) are required. A user cannot move forward without filling them.
- Any information not filled in, but is required, is flagged if the user tries to upload information. The user must go back, then fill in the missing information field indicated with the red flag.
- The summary highlights your profile and is the section employers see when browsing the resume bank. This section is limited to 200 characters.

Once you have reviewed the information and are ready to proceed, click the "Save and Continue" button at the bottom of the screen. This is also where you can choose to immediately publish your resume in the resume bank.

Resume options

From your dashboard, you can:

View – See your full resume (including your contact information, visible only to you).

Edit – Update your resume at any time.

Delete – Remove your resume from your account.

E-mail – Send your resume directly to an employer.

Publish – Make your resume searchable in the Resume Bank.

Remember: Publishing makes it visible to employers.

Free Evaluation – Submit your resume for a FREE professional review and receive expert feedback.

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Employers Job Seekers About Us Welcome Member
Career Center Home / Manage Resumes

Your resume was saved.

Resumes / Cover Letters

Resumes

Public Resumes

You don't have a resume active on this site right now. Employers searching for resumes will not be able to find yours unless you have posted it. To post one of your resumes below, choose "Publish on this site" from the options menu.

Private Resumes

These resumes are available for you to use in applying for positions but are not searchable by employers.

Filename	Updated	Options
My Resume.pdf	03/13/2026	View Edit Delete Email Link Publish Free Evaluation

Incomplete Resumes

You currently have no Incomplete resume.

Create a new resume

Create your resume today! Once you have a resume created and saved in our system you can publish it to our Resume Bank so employers find you! Or keep it private and use it when applying online for jobs. Choose an option below to get started.

Job Alerts

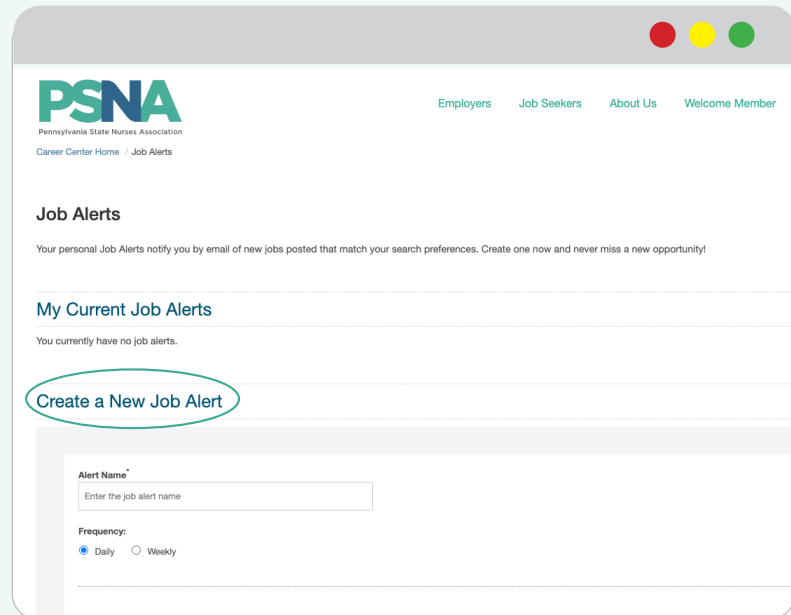
<https://psna.careerwebsite.com/job/alerts/>

Sign up for our Job Alerts and have any jobs matching your criteria sent straight to your inbox. There are 2 ways to sign up for a job alert:

1. From your account.

To create a job alert, set your desired criteria using the fields under “Create a New Job Alert.”

(Note: You will only receive a job alert when jobs match the exact functions, industries, and locations are selected.)



2. From “Search Jobs” page.



Search for jobs on [Pсна.careerwebsite.com](https://psna.careerwebsite.com) and apply filters to view only jobs relevant to you.



When job results appear, enter your email address in the pop-up window.



Once completed, you will receive an email asking you to activate the job alert.



Click the activation link to start receiving job alert emails that match your criteria.

Searching and Viewing Jobs

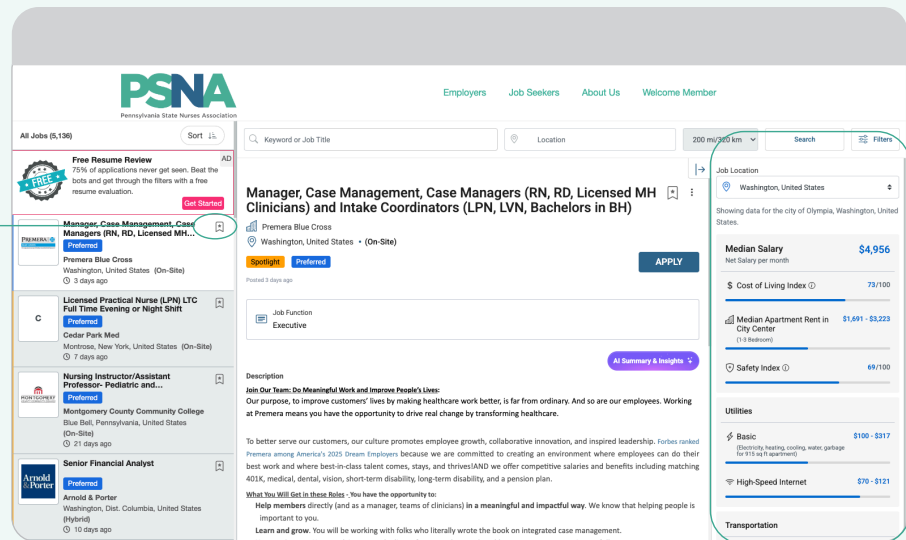
<https://psna.careerwebsite.com/jobs>

Search Jobs

From here, you can “Bookmark Jobs” and “Receive Alerts for this Search”.

To bookmark jobs, click the “star” icon next to the preferred job and a pop-up window will appear to notify you that your job has been saved to your account.

To receive alerts for your search, toggle the alert option, click ‘Create Alert’ in the pop-up window, and enter your email address.



WHAT'S NEW

Streamlined Job Search with Tailored Location Insights:

With global data on salary, safety, cost of living, and more, this tool simplifies your job search and helps you confidently decide where and when to apply for your dream job.

View Jobs

The screenshot displays the PSNA Career Center Job Seeker Manual interface. The top navigation bar includes 'Employers', 'Job Seekers', 'About Us', and 'Welcome Member'. The main content area is divided into three sections:

- Left Sidebar:** A list of job listings with filters and sorting options. The top listing is 'Manager, Case Management, Case Managers (RN, RD, Licensed MH Clinicians) and Intake Coordinators (LPN, LVN, Bachelors in BH)' by Premera Blue Cross, posted 3 days ago. Other listings include 'Licensed Practical Nurse (LPN) LTC Full Time Evening or Night Shift' by Cedar Park Med and 'Nursing Instructor/Assistant Professor- Pediatric and...' by Montgomery County Community College.
- Center Panel:** A detailed view of the selected job listing. It includes the job title, employer name (Premera Blue Cross), location (Washington, United States), and a 'Post 3 days ago' indicator. The job is marked as 'Spotlight' and 'Preferred'. The description highlights the company's mission to improve healthcare and mentions that Premera is ranked among America's 2025 Dream Employers.
- Right Panel:** A sidebar providing location-specific data for Olympia, Washington, United States. It includes a 'Median Salary' of \$4,956, a 'Cost of Living Index' of 73/100, 'Median Apartment Rent' of \$1,691 - \$3,223, a 'Safety Index' of 69/100, and 'Utilities' such as Basic (\$100 - \$317) and High-Speed Internet (\$70 - \$121).

Spend less time searching and more time applying to relevant positions with the immersive “Job Search” page. The layout allows you to view job search results and job details on one screen, making searches faster.

Career Planning Portal

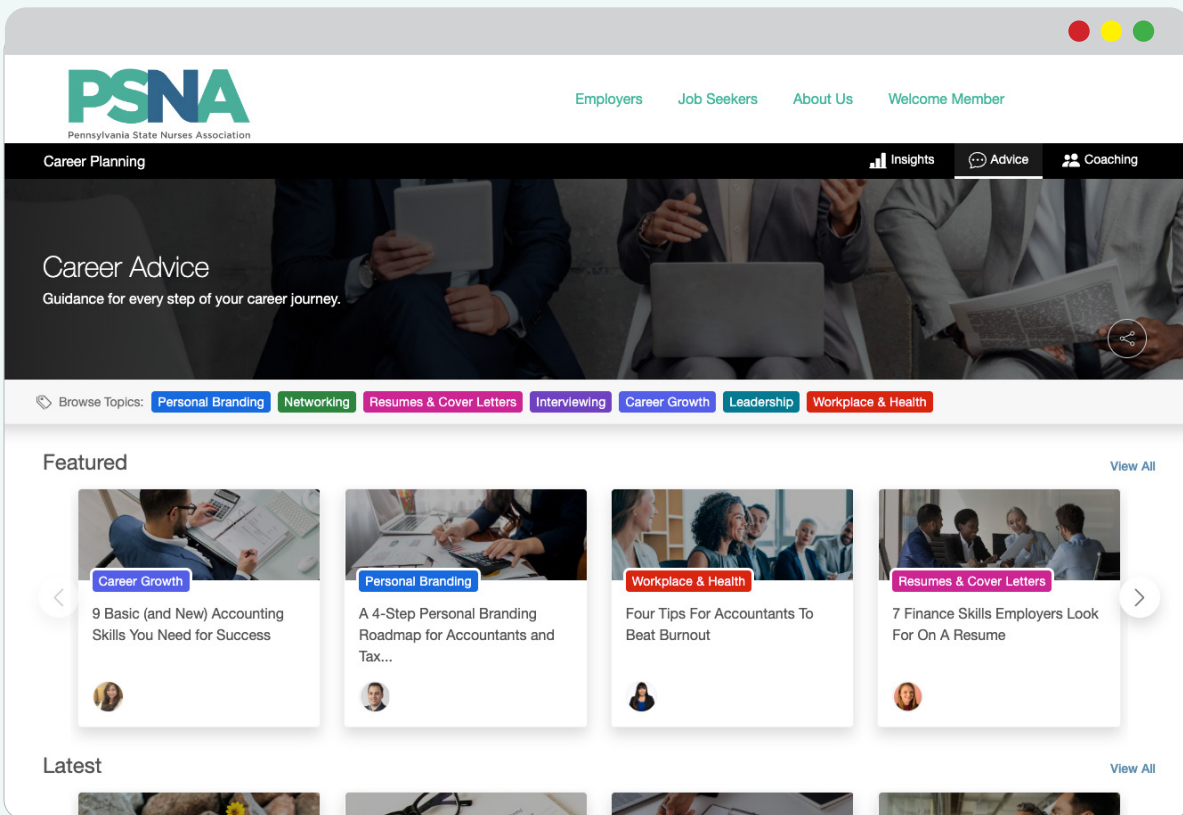
The PSNA Career Center serves as your complete career planning destination, where you can access resources for:

CAREER ADVICE

<https://psna.careerwebsite.com/career-advice/>

Browse through career articles and advice on topics like:

- Building your professional brand
- Creating effective resumes and cover letters
- Professional networking
- Interview preparation
- Job offer negotiation
- Work-life balance
- Leadership and more



CAREER COACHING

<https://psna.careerwebsite.com/career-coaching/>

Partner with a career coach today for guidance on your career goals.

Explore a variety of professional coaches to find the right one who can help you clarify your career goals, enhance your resume, and prepare for interviews.

CAREER INSIGHT

<https://psna.careerwebsite.com/career-insights/>

Gain valuable insight into a specific role and industry to guide informed career decisions in the future.

The screenshot shows the PSNA Career Insights website. At the top, the PSNA logo (Pennsylvania State Nurses Association) is on the left, and navigation links for Employers, Job Seekers, About Us, and Welcome Member are on the right. Below the navigation is a 'Career Planning' section with links for Insights, Advice, and Coaching. The main content area features a 'Career Insights' header with a sub-header: 'Enter an occupation below to instantly see data and insights that will help you plan your career.' Below this is a search bar with 'Discover Occupations' and 'City, State, or Zip' input fields, and a 'Search' button. The 'Benefits of Career Insights' section lists seven categories: Job Outlook (Find out if your dream job is in high demand), Education (Decide if more education might be the next step in your career plan based on industry data), Wages (See visualizations of expected salary or hourly pay of your desired career), Career Video (Watch videos to learn more about your dream job (where available)), Employment (Access employment opportunity projections for the next several years for a specific role), Job Overview (Learn how you might spend a day in your dream career), and Skills and Abilities (Understand the skills and abilities required to be successful in your desired occupation). The footer includes 'ymc Careers POWERED BY MOMENTIVE', 'Site Map Terms of Use Privacy Policy', '© 2026 Pennsylvania State Nurses Association. All Rights Reserved.', '3605 Vartan Way, Ste. 203, Harrisburg, Pennsylvania 17110', and social media icons for Facebook, X, and YouTube.

Job Seeker Premium Services

<https://psna.careerwebsite.com/pricing/>

Stand out from the competition. Job Seeker Premium Services on the PSNA Career Center offers you professional writing assistance and interview preparation to capture the attention of potential employers and land your dream role.

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Employers Job Seekers About Us Welcome Member

Job Seeker Premium Services

Level up your career game with confidence

Our top-notch resume, cover letter, and LinkedIn services will make you stand out from the crowd, impress employers, and score those dream job offers. Gain perspective and confidence from the experts, and increase your job search success with a quick turnaround.

Free Resume	Professional Growth	Career Evolution	Career Confidence
Get a free, confidential review from a resume expert.	An expertly written and keyword-optimized resume that sets you apart.	Everything you need to apply to jobs, including a resume and cover letter.	Resume, cover letter, and LinkedIn profile, created by an executive writer.
\$0	\$149	\$219	\$349
GET STARTED	BUY NOW	BUY NOW	BUY NOW
<ul style="list-style-type: none"> Reviewed style & organization to make sure your resume is neat and clearly organized. Writing & mechanics checked to ensure the writing is easy to understand and free of mistakes. Analyzed to help make sure Applicant Tracking Systems can read your resume and mark you as a best fit for target jobs. 	<ul style="list-style-type: none"> Professionally written by experts that know your industry. Formatted to get an Employer's attention. Keyword optimized to pass through Applicant Tracking Systems. 	<ul style="list-style-type: none"> Professionally written by experts that know your industry. Formatted to get an Employer's attention. Keyword optimized to pass through Applicant Tracking Systems. Cover letter: Employers are 40% more likely to read a resume with a cover letter. 60-day interview guarantee. 	<ul style="list-style-type: none"> Professionally written by an Executive writer: Top 10% of our network. Formatted to get an Employer's attention. Keyword optimized to pass through Applicant Tracking Systems. Cover letter: Employers are 40% more likely to read a resume with a cover letter. 60-day interview guarantee.



Personalized CVs for Success.

Get noticed by employers with a tailored CV that showcases your strengths.



Cover Letters to Make an Impact.

Secure more interviews with professionally formatted cover letters.



Interview Prep.

Increase interview readiness with guidance from an expert.



LinkedIn Profiles that Stand Out.

Optimize your profile for job-search success.

Contact Us:

Customer and Technical Support:

Momentive Software Customer Service

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