



**12 Step Guide for Creating Your Purepost
Professional Profile, Downloadable PDF Resume & Identifying Your Key Civilian Skills**

Prework

- 1. Before you create your Purepost Profile please take 10 minutes to view our Purepost Video at the Link: <https://youtu.be/OljqsPwp58c>. Next record the following information on the attached worksheet, as it pertains to you:**
 - Last three duty positions, starting with the last position first and working in reverse order
 - Rank/Grade during each duty position
 - Assignment dates for each position with to/from month and year
 - Duty location for the last three positions
 - Top three awards earned, and the dates received
 - Significant training & certifications, and the dates received
 - Highest level of education attained

Logging In

- 2. Using a personal computer, tablet or smartphone go to your browser and type in:**
 - www.purepost.co to bring up the Purepost registration page
 - Tap the “Veterans and Active Duty” Sign Up Button to begin the registration process

Creating Your Purepost Account

- 3. Create a Purepost account by entering your:**
 - Email address
 - Service Branch (Army, Marines, Navy, Air Force, Coast Guard)
 - Years in Service (from month/year to month/year)
 - Password and password confirmation (follow password creation instructions listed in the app)
- 4. Confirm your account by retrieving your account confirmation email and then:**
 - Go to your email account to retrieve your Purepost confirmation email
 - Click on the link provided and start building your profile

Building Your Profile

- 5. Select your most recent or current position from your prework & enter it as directed in step 6:**
 - Remember to start with your most recent or current position & work in reverse order
 - We recommend that you enter three positions, but no more than four
 - If you held a civilian job since you transitioned from active duty service, enter that position first
- 6. For your first position enter the following:**
 - Service Branch ((Army, Marines, Navy, Air Force, Coast Guard)
 - Designation (Enlisted, Officer, Warrant Officer)
 - Military Occupation Code (MOC)
 - Time in position from month/year to month/year
 - Location such as post, base, city, etc.
 - Component (Active Duty, Reserve, National Guard)
 - Rank/Grade
 - Duty Position (present or most recent)

7. For your second, third and any additional positions repeat the following bullets:

- Time in position from month/year to month/year
- Location such as post, base, city, etc.
- Component (Active Duty, Reserve, National Guard)
- Rank
- Duty Position

Entering Your Profile Picture

8. Insert your profile picture and contact information as directed:

- Download an appropriate headshot
- Enter Full Name
- Enter Current Location
- Enter phone Number

Reviewing Your First Cut Purepost Profile

9. View your profile minus your awards, training, certifications & education entries:

- Read the Welcome Section and understand what we believe you need to know about your profile
- Spend an adequate amount of time reading and getting familiar with the Purepost Site Orientation information
- Study the Top and Left Profile Navigation Sections to fully understand how your profile was built

Exploring Your Profile Top and Side Navigation Sections

10. Carefully review the Purepost Site Orientation found on the Left Side Navigation Section to gain a full understanding of the power of Purepost. Once you explore all the features embedded in the Purepost App you will begin to realize and gain clarity on how:

- Your Top 9 Skills were determined and how to view all your skills
- To use skill definitions, the key actions that describe the use of these skills & examples of interview prep questions
- Interview Prep Questions can help you tell your story to a hiring manager of how you used your knowledge and skills to solve a problem and achieve a key organizational result
- To move a skill through the drop and drag method
- To add a non-listed skill in your Top Nine Skills
- To edit resume bullets from the resume bullet default list
- To create your own custom resume bullet by using our important writing tips
- To address hashtags ## and \$\$ signs to strengthen a default resume or a custom resume bullet



Adding Your Awards, Training, Certifications and Education

11. Return to the Side Navigation Section & enter the appropriate category in the pick list:

- We recommend you enter no more than your top three awards
- Evaluate the training and certifications you have earned to determine if there are some important technical skills you should add to your profile
- Complete each category as directed

Downloading Your Resume, Sharing Your Profile & Verifying Your Military Status

12. Return to the Top Navigation Section & click on the appropriate icon:

- Click the Download Button . This will enable you to see and print out your PDF Resume.
- Click the Shareable Link Button . This will enable you to email a link of your sharable profile to anyone you wish, such as a recruiter or hiring manager.
- Click on the **Get Verified** Button. This will enable you to verify that you are a Veteran to an employer.