

## **How to apply for Mn/DOT Transportation Associate positions:**

You will need to create and submit your resume using Resume Builder on the Department of Employee Relations web site (web address below). The site will provide you with step-by-step instructions for creating your resume, along with easy to follow illustrations.

### **Using the on-line Resume Builder on the DOER web site:**

1. Go to [www.careers.state.mn.us](http://www.careers.state.mn.us)
2. Click on **My State Job Search (on Employment Information page)**
3. Click on **Create a My State Job Search Account**
4. Create a User ID and Password (you will need to remember your User ID and Password in order to update your resume and apply for other positions)

**(see detailed information on the Employment Information page by clicking on [Instructions for submitting your resume and searching and applying for state jobs](#) )**

All vacancy announcements contain information regarding the **Minimum Qualifications** for the position. In order to be considered for a vacancy, you need to make sure your resume addresses the Minimum Qualifications for the job(s) that interest you. Here are the Minimum Qualifications for the current Transportation Associate vacancies:

### **Transportation Associate**

**A valid Class B Commercial Driver's License (CDL) PERMIT with air brakes and tanker endorsement (you MUST list CDL PERMIT, air brakes and tanker endorsement on your resume to be considered for this vacancy and must train on and obtain Class B CDL LICENSE within 6 months of hire.)**

**\*Basic math and reading comprehension skills (Job offer is contingent on passing a basic math and reading comprehension test)**

When you have completed your on-line resume, return to the Employment Information page and click on **Search for a Job**. The current Mn/DOT vacancies can be found using the posting number (08368400002) or by searching under Department of Transportation. To guarantee consideration, go to the vacancy announcement for the metro area you are interested in and click on the "Apply for this Job" box. This will link your resume to the current vacancies. The current Transportation Associate vacancies are open for application through December 29, 2008.

We strongly encourage you to submit your resume through the online Resume Builder. If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to:

MN Department of Employee Relations (DOER)  
200 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155

Be sure to include the posting number for the TA vacancy for which you are applying. Your resume will be scanned and added into the Resume Builder database. The paper application is available on the DOER web site ([www.doer.state.mn.us](http://www.doer.state.mn.us)), at any state agency HR office, or by calling 651-259-3637.

If you have any questions regarding the application process, please contact Connie Eystad (connie.eystad@dot.state.mn.us).