

How to Upload Your Resume

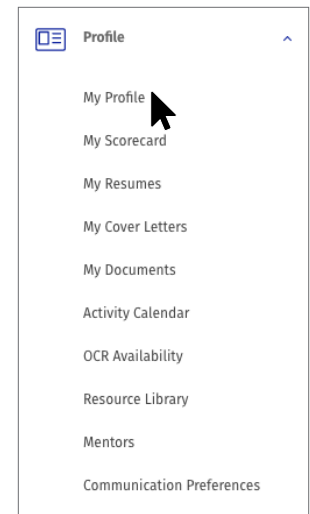
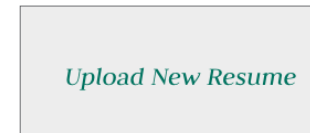
1

Visit your school's **career services website** and **log in**.



2

From the dashboard, select **Profile** → **My Resumes**. Then select **Upload New Resume**.



3

Select your resume file, type in a document title and click **Save**.

**Note: For mobile, you must first save your resume on your mobile device via DropBox, OneDrive, Google Drive, iCloud or other cloud storage app.*

To locate your document, simply click [Select File] below. If you prefer, you may enter the filename (with full path name) of your resume/CV document in the search box below.

DOCUMENT FILENAME *

Enter a document name below. This name is used to identify your document, as you will have the opportunity to store multiple documents. Please note that the document name is not viewable by recruiters.

DOCUMENT TITLE *

document title

Save Cancel

4

Choose how you'd like to review your resume: Preview, PDF or Text then select **Continue**

