

## Instructions For Uploading Your Resume And Entering Profile Information Into Career Connections



Once you've made your payment, you will be able to create your Career Connections account **by 5PM the following business day.**



1. **GO TO [www.career.usf.edu](http://www.career.usf.edu)** and click on the Career Connections icon at the top right of the screen.
2. **CLICK ON STUDENTS/ALUMNI**
3. **VIEW TUTORIAL FOR FIRST-TIME USERS** - The next screen contains a link to a tutorial on setting up your account (MS Power Point required). Close tutorial to proceed to the next step.
4. **ENTER USER ID** – your complete email address (the same one you used when paying online, or that is on your resume release form).
5. **ENTER PASSWORD** - last four digits of your USF Identification number.
6. **ENTER PROFILE INFORMATION AND UPLOAD A RESUME** into *Career Connections* and be sure to click **SUBMIT**. (If this is not completed within eight days, the system will automatically de-activate your account.)

**BY 5PM THE FOLLOWING BUSINESS DAY** you will have full access to the system, including job listings, on-campus interviews and resume referral.

\*Accounts created between 5PM Friday and 8AM Monday are received on Monday (with the exception of academic holidays) and established by 5PM the following day.

FOR TECHNICAL ASSISTANCE  
CALL 813-974-9714



### How To Put Together A Winning Resume

If you've never written a resume, or you know your resume could be better, the Career Center has many resources you can use to make it stand out.

**ONLINE RESOURCES** at [www.career.usf.edu](http://www.career.usf.edu)> Resources A-Z >resume-writing help. It's preferable to do these in the order given:

1. Watch our 24/7 on-line seminar on Resume Writing.
2. Read "Resume Do's, Don'ts and Dilemmas" and also our e-article, "How to Write an Objective Statement for your Resume."
3. View our sample resume and cover letter, including one for Co-op.
4. Use resume websites, including Resume Tutor, which takes you through the process step-by-step, as well as providing sample resumes.
5. After steps 1-4, use OPTIMAL RESUME, which will assist you in designing up to five resumes based on your major and career goals, and create resumes in several formats.

### OTHER CAREER CENTER RESOURCES

- Visit our Career Center Reference Library which contains several books on resumes and cover letters.
- Ask our receptionist about viewing our resume DVDs, located at the reception desk.

**RESUME CRITIQUES:** Once you've used the above resources to create a resume, you may wish to schedule a resume critique by calling 813-974-2171. Please note that a resume critique is intended to be the final stage of polishing your resume, not where you begin.



If you think it takes too much time to put together a competitive resume, please remember that you'll probably spend a lot more time trying to find a job with a poorly written one!