

How to Add Your Resume to the Alumni Resume Book

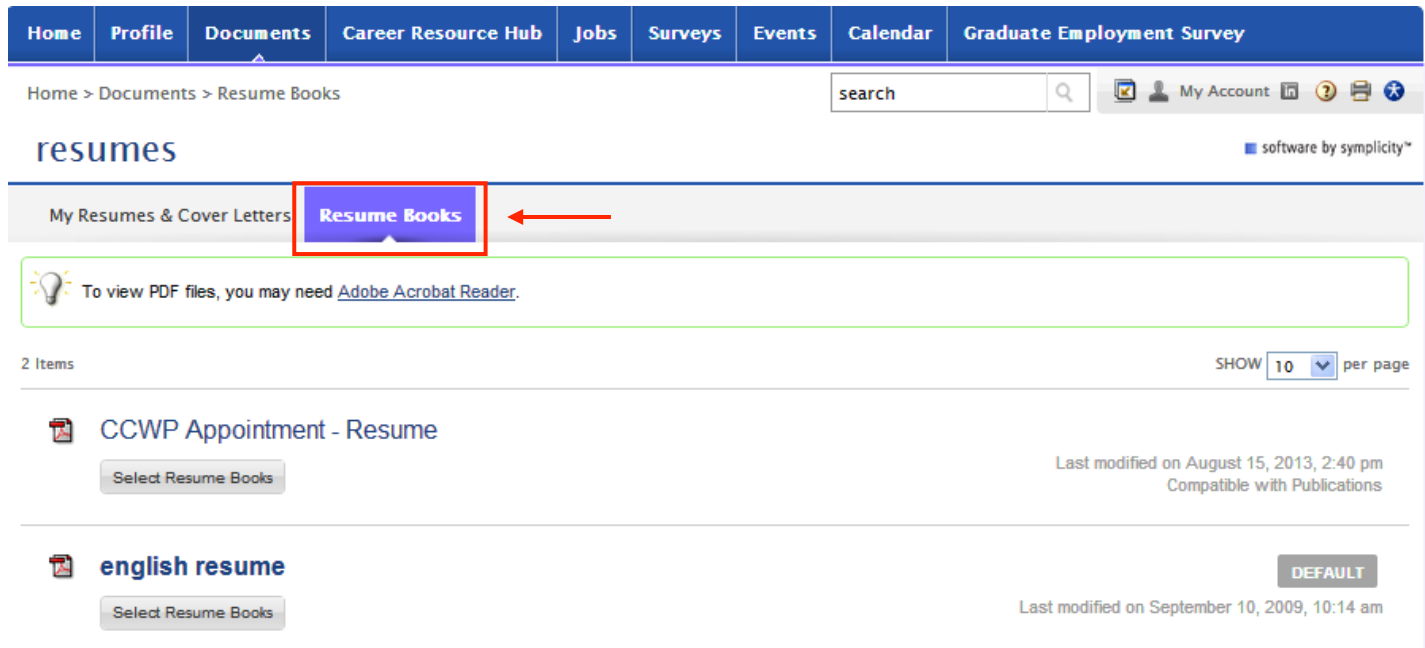
You must already have a resume uploaded to Career Account in order to submit it to the resume book. For instructions on how to access Career Account, please refer to the **How to Access Career Account (Alumni)** guide. Resumes may be up to two pages in length. You can update your resume at any time. If you have not yet uploaded a resume to Career Account, please refer to the **How to Upload a Document to Career Account** guide.

STEP 1: On your Career Account homepage, select **Documents**.



The screenshot shows the top navigation bar of the Career Account homepage. The 'Documents' tab is highlighted with a red box, and a red arrow points to it from below. Other tabs include Home, Profile, Career Resource Hub, Jobs, Surveys, Events, Calendar, and Graduate Employment Survey. Below the navigation bar, there is a search bar, a 'Welcome' message, a 'Your feedback is welcome.' message, a 'NEWS FEED' section with a notification about job matches, and a 'SHORTCUTS' section with links to Career Resource Hub, Search Job Postings, and Workshop RSVP.

STEP 2: Select **Resume Books**.



The screenshot shows the 'Resume Books' page in the Career Account. The 'Resume Books' tab in the navigation bar is highlighted with a red box, and a red arrow points to it from the right. The page displays a list of resume books. The first item is 'CCWP Appointment - Resume' with a 'Select Resume Books' button and a 'Last modified on August 15, 2013, 2:40 pm' timestamp. The second item is 'english resume' with a 'Select Resume Books' button and a 'Last modified on September 10, 2009, 10:14 am' timestamp. A 'DEFAULT' button is also visible next to the second item. A message at the top of the page states: 'To view PDF files, you may need [Adobe Acrobat Reader](#).'

Visit the CCWP

Henry Kaufman Management Center, 44 West 4th Street; 4th Floor Suite 4-140

Office Hours

Monday/Tuesday 10 a.m. to 7 p.m., Wednesday/Thursday 10 a.m. to 6 p.m., Friday 9 a.m. to 5 p.m.

ccwp@stern.nyu.edu • (212) 998-0235

STEP 3: Select the resume that you would like to submit to the Alumni Resume Book.

Home > Documents > Resume Books

resumes

My Resumes & Cover Letters **Resume Books**

To view PDF files, you may need [Adobe Acrobat Reader](#).

2 Items SHOW 10 per page

CCWP Appointment - Resume
Select Resume Books
Last modified on August 15, 2013, 2:40 pm
Compatible with Publications

english resume
Select Resume Books
Last modified on September 10, 2009, 10:14 am
DEFAULT

STEP 4: You will be directed to the resume submission page. You can rename your resume in the **Label** field.

Home > Documents > Resume Books > CCWP Appointment - Resume

resumes

To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit Cancel

* indicates a required field

OPT-IN RESUME BOOKS
Click on the link to see more information:
[NYU Stern Alumni Resume Book](#)

Student Document

Label*: CCWP Appointment - Resume

Resume: Preview: Resume: [CCWP_Appointment_Resume.pdf](#)

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STEP 5: Select the box marked **NYU Stern Alumni Resume Book**.

Home > Documents > Resume Books > CCWP Appointment - Resume

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To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit Cancel * indicates a required field

OPT-IN RESUME BOOKS
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Student Document

Label*: CCWP Appointment - Resume

Resume: Preview: Resume: [CCWP_Appointment_Resume.pdf](#)

Select the Resume Book you would like to submit this resume to: NYU Stern Alumni Resume Book ←

STEP 6: Select **Submit**.

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Submit Cancel * indicates a required field

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Student Document

Label*: CCWP Appointment - Resume

Resume: Preview: Resume: [CCWP_Appointment_Resume.pdf](#)

Select the Resume Book you would like to submit this resume to: NYU Stern Alumni Resume Book

Submit Cancel

↑

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STEP 7: After your document has been successfully submitted, the title of the resume book will appear next to the **Select Resume Books** button.

The screenshot shows the NYU Stern Career Center website interface. At the top, there is a navigation menu with links for Home, Profile, Documents, Career Resource Hub, Jobs, Surveys, Events, Calendar, and Graduate Employment Survey. Below the menu, the breadcrumb trail reads 'Home > Documents > Resume Books'. A search bar and user account options are visible. The main content area is titled 'resumes' and includes a sub-menu for 'Resume Books'. A notification box states: 'To view PDF files, you may need [Adobe Acrobat Reader](#)'. Below this, there are 2 items listed. The first item is 'CCWP Appointment - Resume', which has a 'Select Resume Books' button and the text 'Resume Books: NYU Stern Alumni Resume Book' next to it. A red box highlights the button and text, with a red arrow pointing to the text. To the right of the item, it says 'Last modified on August 15, 2013, 2:40 pm' and 'Compatible with Publications'. A 'SHOW 10 per page' dropdown is also present.

Note: Be advised that your current employer may have access to this book. We do not disclose a list of companies or recruiters who have requested access.

If you have any further questions, please call the CCWP at 212.998.0235 or e-mail us at ccwp@stern.nyu.edu.

We look forward to working with you throughout your personal career journey!

Visit the CCWP

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