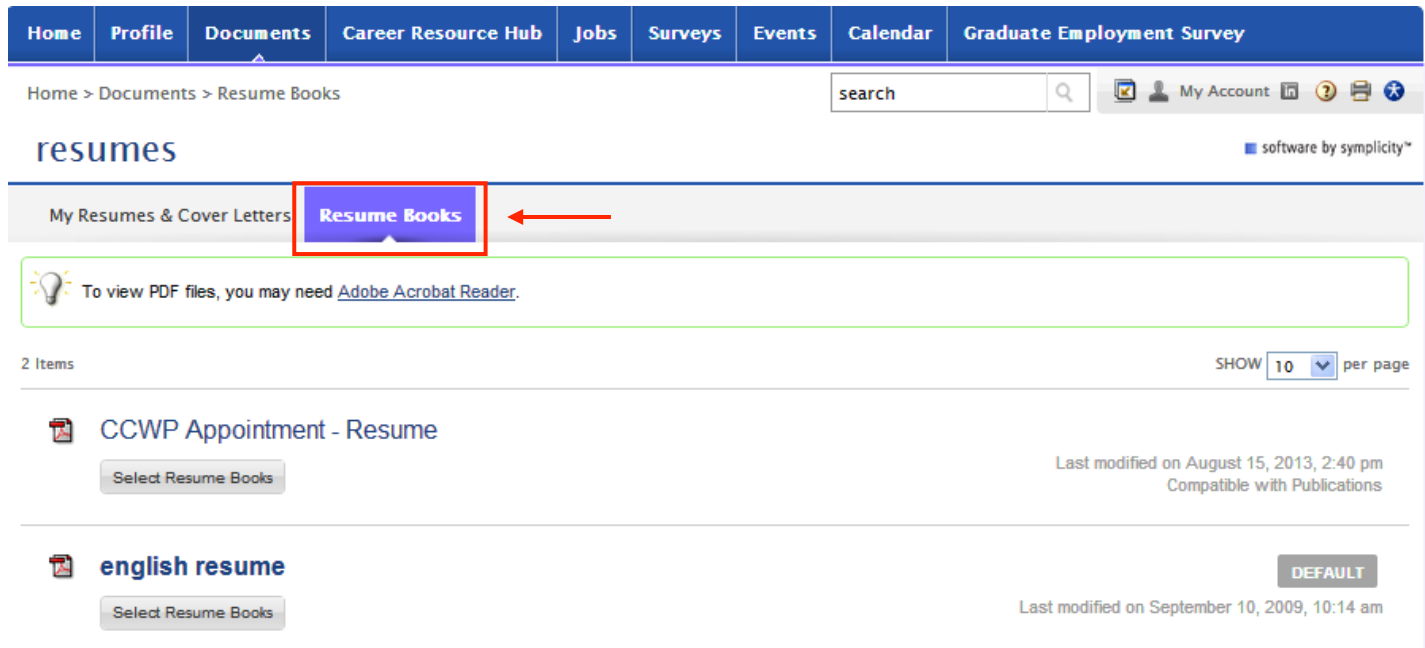# How to Add Your Resume to the Alumni Resume Book

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**.

STEP 2: Select **Resume Books**.

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	Profile	**Documents**	Career Resource Hub	Jobs	Surveys	Events	Calendar	Graduate Employment Survey

Home > Documents > Resume Books

search

My Account

software by symplicity™

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   DEFAULT

Select Resume Books

Last modified on September 10, 2009, 10:14 am

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

Home	Profile	**Documents**	Career Resource Hub	Jobs	Surveys	Events	Calendar	Graduate Employment Survey

Home > Documents > Resume Books > CCWP Appointment – Resume

search

My Account

software by symplicity™

resumes

To view PDF files, you may need Adobe Acrobat Reader.

OPT-IN RESUME BOOKS
Click on the link to see more information:

NYU Stern Alumni Resume Book

Submit   Cancel   * indicates a required field

Student Document

Label*:   CCWP Appointment – Resume   ⟵

Resume: Preview: Resume: CCWP_Appointment_Resume.pdf

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

STEP 6: Select **Submit**.

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

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

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