

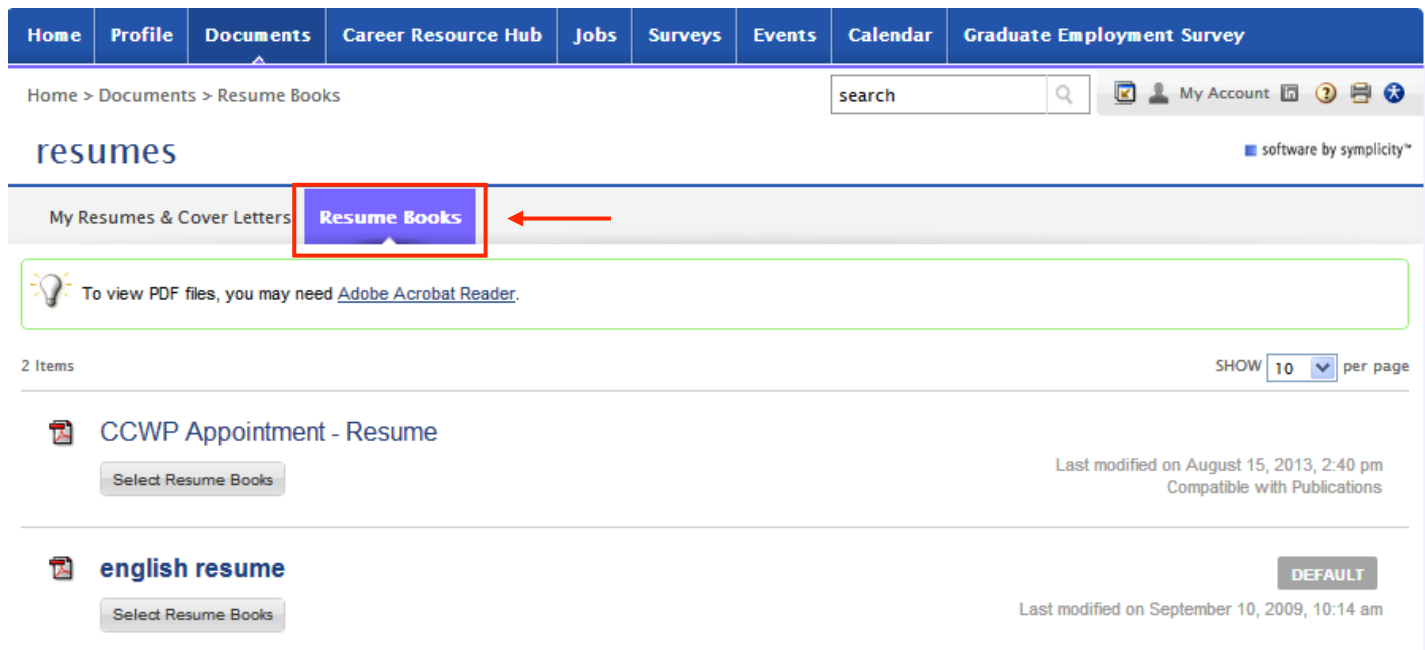
How to Add Your Resume to the Langone and Executive MBA Resume Book

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 (Students)** 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

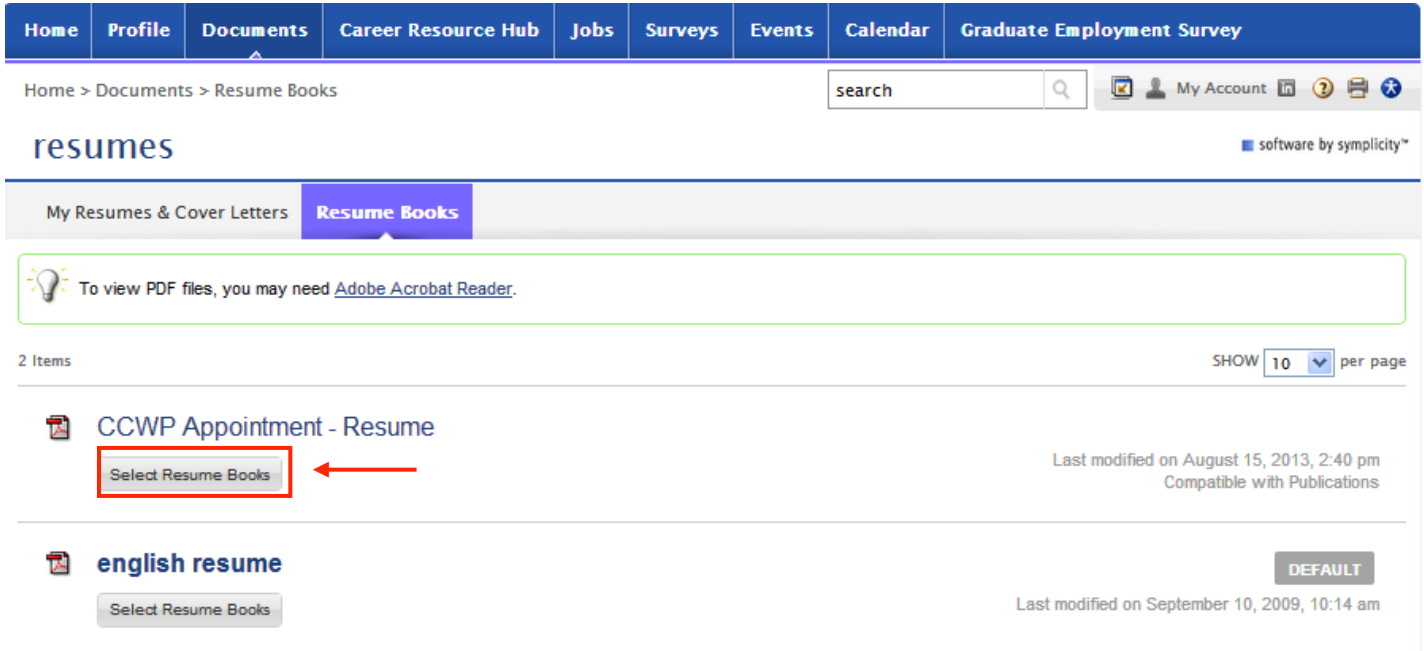
Henry Kaufman Management Center, 44 West 4th Street; 4th Floor Suite 4-140

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 Langone and Executive MBA Resume Book.



Home > Documents > Resume Books

resumes

My Resumes & Cover Letters **Resume Books**

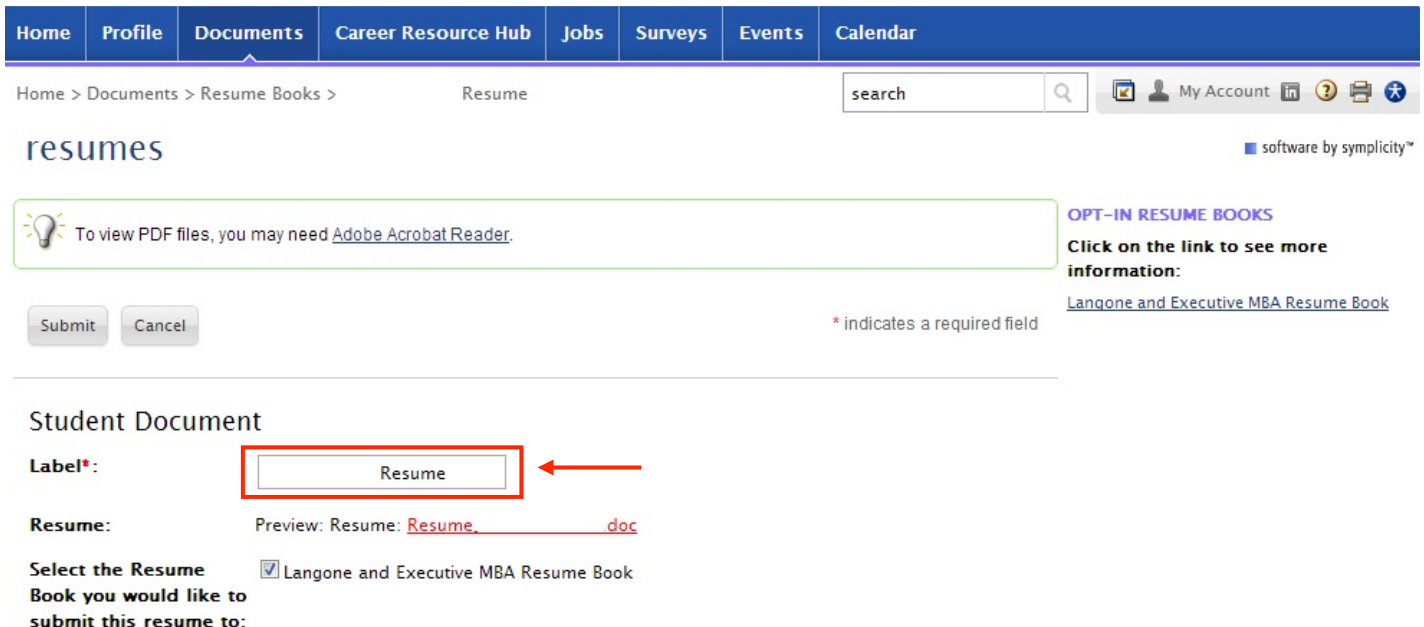
To view PDF files, you may need [Adobe Acrobat Reader](#).

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 DEFAULT
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 > Documents > Resume Books > 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:
[Langone and Executive MBA Resume Book](#)

Student Document

Label*: Resume

Resume: Preview: Resume: Resume.doc

Select the Resume Book you would like to submit this resume to: Langone and Executive MBA Resume Book

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STEP 5: Select the box marked Langone and Executive MBA Resume Book.

Home | Profile | Documents | Career Resource Hub | Jobs | Surveys | Events | Calendar

Home > Documents > Resume Books > Resume

search [] [] My Account [] [] [] [] [] []

resumes ■ software by simplicity™

 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:
[Langone and Executive MBA Resume Book](#)

Student Document

Label*:


Resume: Preview: Resume: Resume.doc

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

Langone and Executive MBA Resume Book ←

Submit Cancel

STEP 6: Select Submit.

 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:
[Langone and Executive MBA Resume Book](#)

Student Document

Label*:

Resume: Preview: Resume: Resume.doc

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

Langone and Executive MBA Resume Book

Cancel

↑

Visit the CCWP

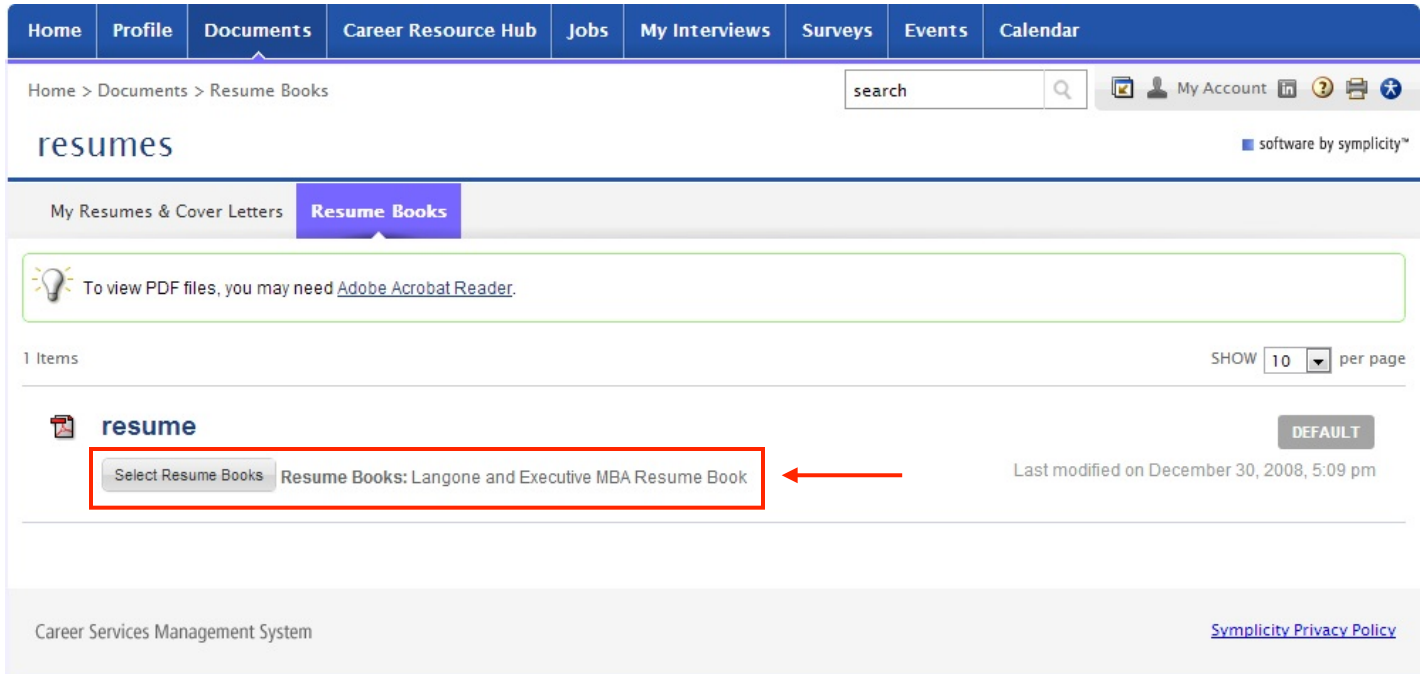
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STEP 7: After your document has been successfully submitted, the title of the resume book will appear next to the **Select Resume Books** button.



The screenshot shows the NYU Stern Career Center interface. The navigation bar includes Home, Profile, Documents, Career Resource Hub, Jobs, My Interviews, Surveys, Events, and Calendar. The breadcrumb trail is Home > Documents > Resume Books. The page title is 'resumes' and it is powered by 'simplicity'. The user is logged in as 'My Account'. The main content area shows 'My Resumes & Cover Letters' and 'Resume Books'. A notification states: 'To view PDF files, you may need [Adobe Acrobat Reader](#).' Below this, there is a list of 1 item. The item is a 'resume' titled 'Resume Books: Langone and Executive MBA Resume Book'. A 'Select Resume Books' button is highlighted with a red box, and a red arrow points to it. The item is marked as 'DEFAULT' and was last modified on December 30, 2008, 5:09 pm. The footer includes 'Career Services Management System' and a link to the 'Simplicity Privacy Policy'.

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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