

Quick Guide

How do I get a UIS Student CareerConnect Account?

✓ Created for you within 2 working days after you register for classes beginning July 1st

Where do I find UIS CareerConnect?

- ✓ Go to the Career Development Center homepage at uis.edu/career
- ✓ Use Login for Students (Find Jobs & Internships) link located on the right side

Logging in for the first time?

- \checkmark If first time, click on Go to this webpage
- ✓ Username is your netID
- $_{\rm V}~$ The password is not your UIS email password
- ✓ Obtain password by clicking on Forgot Password button to have it sent to your UIS email address

Why should I use UIS CareerConnect?

- ✓ Only place student worker positions are posted and applied for
- ✓ Find off campus part-time jobs, internships, and even full-time opportunities

What does it have to do with my resume?

- \checkmark Need your resume uploaded to apply for positions
- ✓ Can only apply for on-campus student jobs through UIS CareerConnect

How do I find different postings on CareerConnect?

- ✓ Login into UIS CareerConnect
- ✓ Click on the appropriate link under the **Shortcuts** Section. Ex: (On-Campus Undergrad & Graduate)
- Access all postings by clicking on the dark blue tab
 Jobs & Internships located left side tabs

How do I upload my resume into CareerConnect?

- \checkmark Select **Documents** tab in dark blue on left side
- ✓ homepage. Then choose > Pending tab
- ✓ Scroll down to click on the Add New button Label your resume then browse for the resume you want to upload
- ✓ Click **Resume** under **Document Type** & **Submit**

CareerConnect & Student Employment

Basic Resume Requirements

- 1. Resumes should not be longer than 2 pages. (If you use two pages, your name must be placed on the top of the second page).
- 2. References should not be included on your resume. Place them on a separate page using same contact header as resume for continuity.
- 3. Use proper grammar and correct spelling.
- 4. Avoid using personal pronouns (I, me, my, she/her, he/his, we/our, they/their).
- 5. Do not include personal information such as race, gender, weight, religion, marital status, social security number or UIN.
- 6. Include UIS degree in progress or received under education section. (Bachelor of..., Master of...,)
- 7. Do not use smaller than a 10 point font size.
- 8. Review uploaded document to see if any errors occurred in conversion process. (If you cannot solve the problem, contact our front desk at careerservices@uis.edu).
- 9. List job duties/skills beginning with strong action verbiage and use concise phrases. (Example: -Communicated with a wide variety of clients in person and by phone.) Avoid using sentences as they are not appropriate for resumes.

Helpful Resources:

- CDC's A-Z index on Resumes: www.uis.edu/career/goals/launch/resumes/
- Watch CareerSpots Short Career Advice Videos located under 'Student Quick Links' at www.uis.edu/career/
- Use Career Suite Drop-In/Call-In Hours to get your resume reviewed: www.uis.edu/career/students/services/careersuitedrop-in-call-in-hours/

phone: 217-206-6508 website: www.uis.edu/career <u>YouTube Facebook</u> <u>Snapchat LinkedIn</u>

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