Step		
1	Once you have found and selected the Job Title for which you are applying: • Review the Job Description page carefully • Click on Apply Now Your resume and cover letter should be combined into one document (Word or PDF works best). Choose a Resume Option If you have not applied previously, there are two different ways to include a resume and/or cover letter with your job application – upload or copy & paste. If you have previously uploaded one or more resumes, you also have the option to use a previous document.	**Resume, Cover Letter, References and Other Documents** Please combine all documents into one file (Word, PDF, etc.) when uploading your resume. If you select "Copy and paste resume text", copy and paste all documents into the same textbox. In either case, this information will only be attached to the specific job to which you are applying. **Resume, Cover Letter, References and Other Documents** Please combine all documents into one file (Word, PDF, etc.) when uploading your resume. If you select "Copy and paste resume text", copy and paste all documents into the same textbox. In either case, this information will only be attached to the specific job to which you are applying. **Resume Options** How would you like to proceed? ○ Upload a new resume ○ Copy and paste resume text ○ Use an existing resume ○ Apply without using a resume Continue Return to Previous Page
2	Upload a new resume: • Select "Upload a new resume" • Click *Continue*. A dialogue box will appear. Click *Browse*. Find the resume document on your computer, select and open the file, click *Upload* and then Continue.	**Resume Options** How would you like to proceed? ○ Upload a new resume ○ Copy and paste resume text ○ Use an existing resume ○ Apply without using a resume

Copy and paste resume text: • Select "Copy and paste resume text" • Use the editor to build your resume. When finished, click Continue. NOTE: While this option is available, it is not recommended as the preferred option because formatting is often lost. Use an existing resume: • Select "Use an existing resume" • A drop down list will appear. Select the applicable document.	**Resume, Cover Letter, References and Other Documents** Please combine all documents into one file (Word, PDF, etc.) when uploading your resume. If you select "Copy and paste resume text", copy and paste all documents into the same textbox. In either case, this information will only be attached to the specific job to which you are applying. **Resume Options** How would you like to proceed? ○ **Upload a new resume** ○ **Copy and paste resume text** ○ **Use an existing resume** ○ **Apply without using a resume** Continue Return to Previous Page
Your resume will not upload if the file name is too long. You will receive an error message that indicates your resume cannot be parsed at this time. The system adds characters (time and date stamp), so keep your document name short - 20 characters or less.	Apply Now Choose Resume Your Resume could not be parsed at this time.