



TecherLink User Guide Series

Part III

**How to upload your resume, cover letter, transcript and other documents for your
job applications**

Step 1: Click on the DOCUMENTS tab at the top. This is where you will add documents that need to be submitted to job applications in TecherLink. Click the ADD NEW button to begin the process.

The screenshot shows the NACElink web interface. At the top, there is a navigation bar with tabs: Home, Profile, Documents (selected), Jobs and Internships, Employers, Interviews, Surveys, Events, and Calendar. Below this is a breadcrumb trail 'Home > documents' and a search box. The main heading is 'resumes'. A secondary navigation bar contains 'Documents' (selected), Resume Builder, Portfolio, and Document Library. A light blue box with a lightbulb icon contains the text: 'To view PDF files, you may need [Adobe Acrobat Reader](#).' Below that is a yellow warning box with an exclamation mark icon and the text: 'No Records Found.' A '+ Add New' button is located below the warning box, with a large yellow arrow pointing to it from the right. At the bottom of the page, there is a footer with the NACElink logo (software by symlicity), the text 'NACElink Network is a collaboration between NACE, Symplicity, Dire', and a link to 'NACElink'. The very bottom of the page has an orange bar with contact information: 'ment Center | phone: 626.395.6361 | career@caltech.edu'.

*Please disregard the Resume Builder and Portfolio buttons you see above. They are not functioning aspects of the TEACHERlink system.

Step 2: Choose which type of document you are going to upload and label it accordingly. Each document can be a maximum of 200KB and there may be up to 10 documents stored in your profile at any time.

Special note: When an uploaded document is used to apply to a position on TecherLink, it will always stay attached to that position. In turn, you are able to remove a document from your profile in order to make room for more without fear that it will effect historical job applications made through the system. This rule **DOES NOT** apply to transcripts; only one transcript may be uploaded at any time and any change made to a transcript document (deletion or replacement) will result in that document being replaced in a historical job application.

Submit ▶ X Cancel * indicates a required field

Student Document

Label*

Document Type Resume Cover Letter Unofficial Transcript Writing Sample Other Documents

Maximum file size: 200kb

File*
Please select your document to upload.

Submit ▶ X Cancel

You are now ready to begin applying to jobs on TecherLink!