

## How to post your Resume on Sycamore Career Link

### New User: Never been on Sycamore Career Link before

1. Visit: <http://www.indstate.edu/carcen/>
2. Click on **Login Now** for Sycamore Career Link (lower right hand corner)
3. Student Login
  - a. Username: your Sycamore Login username
  - b. Password: your Sycamore Login password
4. Fill in your personal information and demographic information.
5. Click **Save** (saving it will save both personal and demographic information) -- click **Continue**
6. Click **Submit Profile** (sent to career center for review)
7. For the time being click **No Thanks** at the bottom of the page. (you can always go back to this page by scrolling over My Account and clicking My Connections)
8. Scroll over **My Account** (far left on the top) - click **My Documents**
9. **Add your Resume**
10. **Choose File** (example of a Document Name: Last Name, First Name Resume)

**Note: The Career Center will review your resume before it is officially posted.**

11. Within **24-48 hours** watch for an **email** from the **Career Center!**
  - a. If your resume **needs work or is rejected** the subject line should be: **Resume Needs Revision**
  - b. If your resume is **approved** the subject line should be: **Document Approved**

**If your resume needs more work or is rejected read the directions in the email and then resubmit the new resume!**

**REMEMBER TO ALWAYS HAVE THE MOST CURRENT RESUME ON FILE WITH SYCAMORE CAREER LINK**

### If you want to update your resume and already have one Sycamore Career Link:

1. Scroll over **My Account** (far left on the top)
2. Click **My Documents**
3. **Click Update**
4. **Choose File** (example of a Document Name: Last Name, First Name Resume)

### If you want to have more than one resume (you can have multiple, but only one will be set as default).

1. Scroll over **My Account** (far left on the top)
2. Click **My Documents**
3. **Click Add**
4. **Choose File** (example of a Document Name: Last Name, First Name Resume)

**Every resume will be reviewed by the Career Center so remember to watch for those emails!!**