

HOW TO UPLOAD RESUME

- 1) Select position you wish to apply to by clicking on job title to view description. Click "Apply Now".

Menu

Search:

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Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search

Keywords:

Posted: Anytime

[Advanced Search](#) [Search Tips](#)

Login

User Name:

Password:

[Login Help](#) [Register Now](#)

1. Select the position(s) you wish to apply to, open the job description and click "Apply Now"
2. Follow the prompt to upload or paste a resume/cover letter, complete the online application and click "Submit"

Latest Job Postings

Select	Date	Job Title	Job ID	Department
<input type="checkbox"/>	01/15/2009	Assistant Director 2	1178	School of Education/Human Dev
<input type="checkbox"/>	01/15/2009	Advancement Officer 2 (Assistant Director of Development, Dedman School of Law)	1179	Development & Alumni Affairs
<input type="checkbox"/>	01/15/2009	Regional Advancement Officer (Director of Development - Southeast)	1182	Development & Alumni Affairs
<input type="checkbox"/>	01/12/2009	Facilities Project Manager	1177	Campus Planning/Plant Oper.
<input type="checkbox"/>	01/12/2009	Administrative Assistant 1	1176	School of Engineering

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

Login

You must login or register in order to continue. If you have not yet registered, [click here to Register](#).

Login

User Name: Password:

[Login Help](#) [Register Now](#)

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- 2) Returning applicants, log in with your user name and password. Click "Log In"
- 3) New Applicants, click "Register Now". Create user name and password. Click "Register"

Apply Now

Resume/Cover Letter Options

Resume/Cover Letter Options

Upload cover letter & resume in a single document. Paste cover letter & resume into text box.

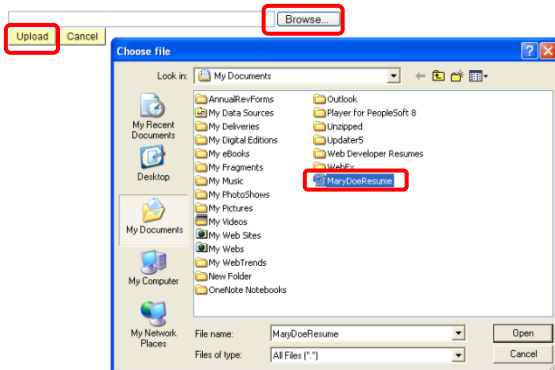
Upload a new resume

Copy and paste resume text

Use an existing resume

[Continue](#) [Return to Previous Page](#)

- 4) Select "Upload a new resume"



- 5) Click "Browse" and find the file you wish to upload. Click on file. Click "Upload".

- 6) Click "View Attachment" to view file that was upload. Click "Continue"

If you are having trouble viewing attachment, please change the following settings:

- Change your internet security settings to medium (Go to Tools, Internet Options, Security Tab).
- Turn off pop up blockers (Check Internet Explorer settings, as well as any toolbars you may have e.g. Yahoo, Google).
- If you want to keep pop up blockers on, add access.smu.edu to your pop up blocker settings.

Apply Now

Cover Letter and Resume Text

Resume/Cover Letter

Resume Title:

Language: English

File Name: [View Attachment](#)

[Continue](#) [Close](#) [Return to Previous Page](#)

How to change internet security and pop up blocker settings