

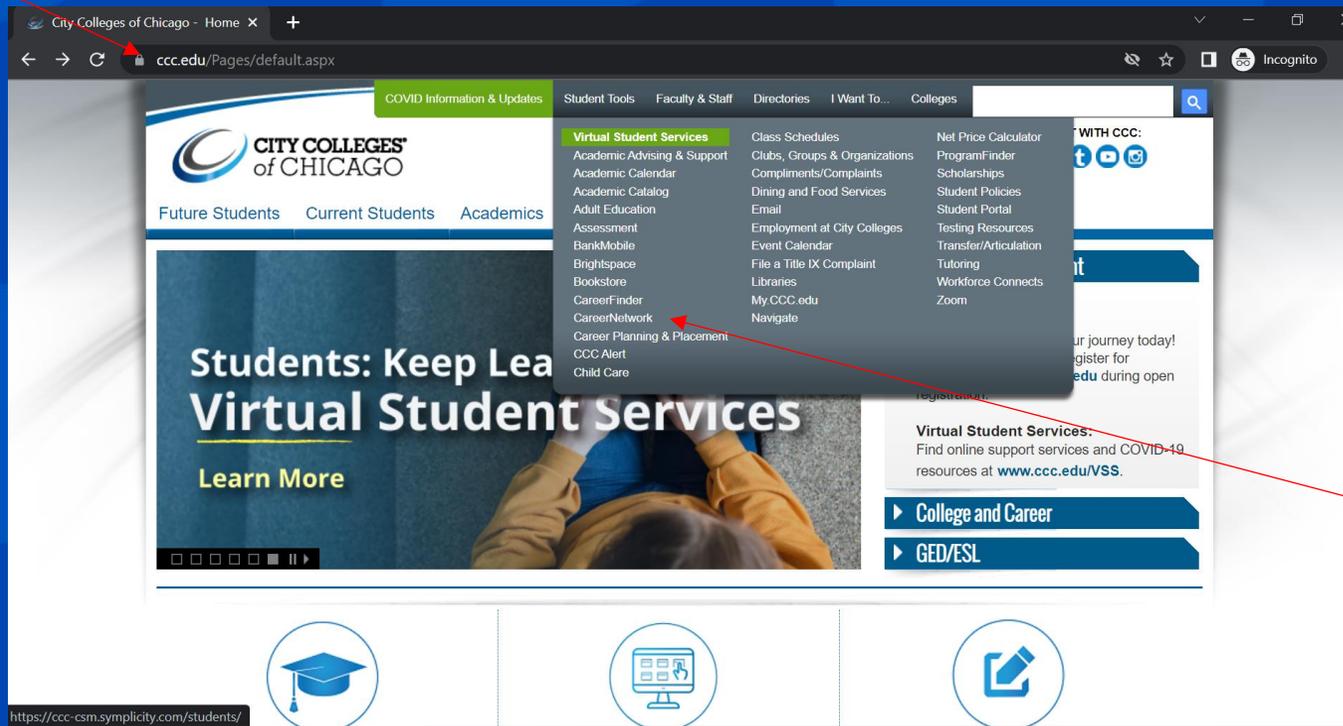
Career

Network:

Uploading  
Material (Resume,  
Cover Letter, Etc.)

1

Step.1 Visit ccc.edu



2

Step. 2 Click "CareerNetwork"  
from the Student Tools drop down  
menu

3

3. Click "Add a Resume"

**CITY COLLEGES OF CHICAGO**

Jobs Events Employers Resources **JG**

**Mock Interview**  
Practice interviewing and receive helpful feedback.

**Career Explorer**  
Learn about popular careers and leading industries.

**Career Finder**  
Take our quiz and get career suggestions.

**Public Profile**  
Showcase your academic and professional achievements.

**Add a Resume**  
Upload a resume to get started with your job search.

People in your major are interested in

**RCM Healthcare Services**  
Chicago, Illinois, United S...

**IT Risk Managers LLC**  
City of Chicago, Illinois, U...

**Employer Name Withheld**  
Chicago, Illinois, United S...

**Center for Research Libr...**  
Chicago, Illinois, United S...

**Customer Service Associate**  
Full-Time  
30d+ ago

**IT Support Technician**  
Full-Time  
30d+ ago

**Program Assistant**  
Full-Time, Part-Time  
30d+ ago

**Part-time Library Postions**  
Part-Time  
Apply by Sep 1

Latest Jobs

**Bridgestone Retail Opera...**  
Mishawaka, Indiana, Unit...

**Dreamers Academy**  
Chicago, Illinois, United S...

**Bridgestone Retail Opera...**  
Midlothian, Illinois, Unite...

**Northrop Grumman**  
United States

**Automotive Lead Technician**  
Full-Time  
NEW

**Classroom Aide**  
Full-Time, Part-Time  
NEW

**Sales and Service Specialist**  
Full-Time  
NEW

**Business and Operation Support Opportunities - ...**  
Paid Internship  
1d ago

# Upload Screen

Home / My Documents

## Resumes

Your resume will appear in your "Pending Documents" file until it is reviewed by a CCC Career Services staff person. Resumes will not be approved unless they are properly formatted, free of typos, and clearly reflect your academic and educational experiences. Approvals can take up to 48 business hours. If your resume is not approved, you will need to go to an Office of Career Planning and Placement. If you would like assistance with your resume you can use the Career Network Resume Builder and/or visit a CCC Office of Career Planning and Placement.

My Documents CCC CORE Resume Builder Opt-In Resume Book

Related Resources

- Mock Interviews

Help & Support

- Send a Question or Comment

No Records Found

Add New

4. Click "Add New"

To prevent document conversion incompatibilities, documents created on Mac computers in the Pages application should be saved as either .RTF or .PDF files prior to uploading. To ensure your document is converted properly, please click on "View as PDF" after you upload your documents. If you are unable to open the PDF from the "View as PDF" link, re-save the document as a PDF and re-upload it to the system.

Submit Cancel

\* Indicates a required field

### Student Document

Label \*

Document Type

- Resume
- Cover Letter
- Unofficial Transcript
- Writing Sample
- Student Employment Application
- Other Documents

Maximum file size: 2 MB

File \*  
Please select your document to upload.

Choose File No file chosen

Submit Cancel

To view PDF files, you may need [Adobe Acrobat Reader](#)

5. Choose file to upload

6. Click "Submit"

# Submission Screen

Did you know?  
Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click [here](#). For Macs click [here](#).

To prevent document conversion incompatibilities, documents created on Mac computers in the Pages application should be saved as either .RTF or .PDF files prior to uploading. To ensure your document is converted properly, please click on "View as PDF" after you upload your documents. If you are unable to open the PDF from the "View as PDF" link, re-save the document as a PDF and re-upload it to the system.

**Submit** Cancel Delete

\* Indicates a required field

### Student Document

Label \*

Resume

Document Type  
Resume

Preview: resume: [Resume.pdf](#)

Approved  
Yes

### Document Review Information

Reviewed By  
**Career Services**

**Submit** Cancel Delete

7. After uploading resume, click "Submit"

7

Home / My Documents

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**Add New** 1 result

**Resume** **PENDING** ★

Resume  
Last modified on Aug 25, 2022, 1:31 PM

[View as PDF](#) [Delete](#)

To view PDF files, you may need [Adobe Acrobat Reader](#).

POWERED BY **simplicity**

8. Wait for Resume to be approved.

9. Career Development Staff will contact you for making any adjustments to your document

8. Wait for Resume to be approved.

9. Career Development Staff will contact you for making any adjustments to your document

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