



Career Development Center
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Using the Career Development Center's eRecruiting System To Publish Your Resume to the Social Work Career Fair Resume Book

Accessing eRecruiting

- Select **eRecruiting Login** under **CURRENT STUDENTS** or **ALUMNI** at www.luc.edu/career
- Enter your eRecruiting Username and Password.
- Complete your Profile information.
- **Note:** It is your responsibility to keep your Profile up-to-date. Please review it periodically to make sure all information is current.

Need an eRecruiting account?

Contact our office at 773-508-7716 or send an e-mail with the subject "Request Student eRecruiting ID" to careercenter@luc.edu. Be sure to include your full name!

Upload Your Documents (Resume, Cover Letter, etc.)

- Select Upload a Document under the Documents tab on the navigation bar.
- Choose the document type on the Upload a Document page and click Next.
- Click Browse to select your document and then click Upload.

Publishing a Resume to a Resume Book

- Select Publish a Resume under the Documents tab on the navigation bar.
- View the Resume Books in the **Additional Resume Books** section
- Scroll down and select **SOCIAL WORK CAREER DAY** web resume book
- Choose your Resume from the **Publish Resume** dropdown on the coordinating Resume Book entry
- Click Save

Job Fairs & Calendar

- Company information sessions, workshops, networking events, on-campus interview schedules, and non-Loyola job fairs can be found in the Calendar box on your eRecruiting homepage
- Loyola job & internship fairs are listed in the Career Fairs box on your eRecruiting homepage

Help

- Click the 'Help' link at the top of any eRecruiting Screen.
- Contact eRecruiting Administrator Maureen Smith at msmith@luc.edu or 773-508-2878 for assistance or to make sure you are using all of eRecruiting's many features effectively.