

## Student Guide to Career Services Online

Access the Employment Resource Center website: [www.lwtc.ctc.edu/findajob](http://www.lwtc.ctc.edu/findajob)

- Click on “Find a Job Online”

**New Users** – If you have not already registered, click on “Click Here to Register” and follow the directions on that page.

**Existing Users** – If you have already registered your profile, log into the system using your current Student ID number (SID) and Password

### To Update Your Profile

- Put your cursor over My Account and select My Profile.
- You will see sections containing Personal Information, Demographic Information, Skills and Additional Information.
- Each section will have an [Edit] button. Click on this button to edit fields within the section.
- Carefully go through each section and complete all of the fields. The more detailed you fill out your profile, the better we will be able to assist you. *Required fields are marked with an asterisk (\*)*.
- Under Additional Information, if you do not allow for employer viewing, employers will **NOT** be able to view your resume when they search the database.
- Make sure to click the Save button to save all changes.  
*(Once you make changes to your profile, the information will go into a “pending” status until it is reviewed by the LWTC Employment Resource Center.)*

### To Upload Your Documents – (Resume, Cover Letter, etc.)

**NOTE:** In order to do a complete job search and apply for jobs online, you **MUST** have a resume uploaded. For assistance in writing your resume, please contact the ERC at 425-739-8113.

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button
- When uploading more than one document, make sure your most generic resume is your default. This is the resume that is viewable by employers.

### To Search for Jobs, Internships/Co-op and Work-Study Opportunities

- Put your cursor over Jobs and select Job Search.
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply.