



Building, Uploading, Updating and Sending Resumes

The Center for Job Placement (CJPCO) offers workshops and one-on-one appointments to ST State Naugatuck Valley students and alumni for help in creating and building your resumes and cover letters.

Workshops are offered during the fall and spring semesters. To view current workshop schedules and information check out the CJPCO calendars either in your College Central (CCN) account or the CJPCO calendar on the college web site at www.nv.edu/cjpc/calendar.

One-on-one meetings are offered year-round, Monday-Friday, by appointment only. For more information and to schedule an appointment contact the CJPCO office at cjpc@nv.edu or 203-575-8158.

For a convenient place to store your resume(s) and to send it easily to potential employers, CCN allows you to store your resume in your account. Acceptable formats are Microsoft Word (.doc or .docx), Adobe Acrobat (.pdf), or Rich Text Format (.rtf). Note that in consideration of users with slow internet connections, a maximum résumé file size of 1 MB is allowed. You may upload a resume that you have created yourself or you may use the CCN Resume Builder to create the file.

Building a Resume on CCN

You may build a résumé at any time using the Résumé Builder in your CCN account.

1. Log into your CCN account and click on My Resumes in the Navigator menu.
2. Select the Résumé Builder button.
3. Follow the instructions on the page. You will be asked to choose the format for your résumé (Chronological or Functional). Then you will fill in the résumé components, preview the résumé to edit the style/layout, and save your résumé to Résumé Central.
4. Select the Résumé Authorization for sharing (or not sharing) your posted resume that you prefer and click the Save Authorizations button. You may change this Authorization at any time.
Note: We have many employers who search the posted resumes looking for students or alumni to fill jobs they have open or may have open in the future, whether or not those jobs are currently posted on CCN. If you would like to make your resume available to these employers be sure to check off the correct authorization when completing your resume build.
5. If you elect to allow employers to search for your resume via your Resume Authorization setting, employers will only be able to view your Primary Résumé. If you store more than one resume on CCN be sure that the one you would like *any* potential employer to see is stored first, as your primary resume.
6. Resumes will only be stored for 18 months from the upload or build date. So be sure to keep your resume up to date and the current version uploaded to your CCN account.

Uploading Your Resume

If you have created your resume other than in Resume Builder you may upload a copy at any time using one of three formats: Microsoft Word (.doc or .docx), Adobe Acrobat (.pdf), or Rich Text Format (.rtf). An uploaded resume may not be larger than 1 MB file size.

1. Log into your CCN account and click on My Resumes in the Navigator menu.
2. Enter a name for your resume. This does not have to be the actual file name.
3. In the file upload section click Chose file and browse to where you have saved your resume and chose that file.
4. Click Upload your resume.
5. You may view any resume you have uploaded by clicking the Resume Name. We strongly recommend that you view your resume after you have uploaded it to make sure that it is the correct file and that it appears as you intended.
6. Select the Résumé Authorization that you prefer and click the Save Authorizations button. You may change this Authorization at any time.
Note: We have many employers who search the posted resumes looking for students or alumni to fill jobs they have open or may have open in the future, whether or not those jobs are currently posted on CCN. If you would like to make your resume available to these employers be sure to check off the correct authorization when completing your resume build.
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8. Resumes will only be stored for 18 months from the upload or build date. So be sure to keep your resume up to date and the current version uploaded to your CCN account.

Updating Your Resume

You may upload an updated resume or make changes to a resume built in Resume Builder at any time. From the Navigator menu, select the My Resumes link and click on update next to the file you want to change.

Depending on how you originally added your resume you will be given the opportunity to edit it in Resume Builder or to upload a new version of the file.

Forwarding Your Resume

You may also forward your resume to employers or networking contacts who can assist you in your job search.

1. Log into your CCN account and click on My Resumes in the Navigator menu.
2. Click Forward Resume next to the file name of the resume you would like to send.
3. Enter the email address and your message and click Send Email.

If sending to a potential employer be sure to follow any instructions they may have for sending your resume. You may want to copy your cover letter into the message area.

Monitoring Your Job Search

If you have allowed your resume to be viewed by employers, you can track who has looked at it by going to My Job Search History from the Navigator menu. You can view the names of employers who have reviewed your resume which was received via your submission to a posting, a referral by your school, or by the employer conducting a resume search in your school's database. It also shows the date when they viewed it.