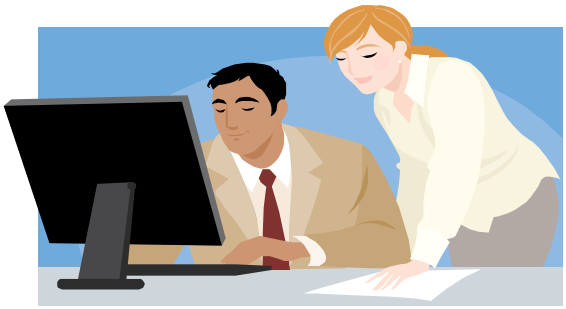

APRIL 30, 2009

Dean Ammons has charged the CDO with making sure that **ALL** students are sending out top quality resumes to prospective employers. To that end, **ALL** students are required to upload their current resume on *Symplicity* by April 30th for review by the Career Development Office. CDO counselors will provide feedback to you in preparation for your job search.

Follow the steps below to upload your resume:

- **At the Widener School of Law HOME PAGE click on CAMPUS LIFE**
- **Click on the Career Development box to the left of the screen**
- **Click the first tab, "Step by Step Job Search Guide;**
- **Click the first tab again, "Find a Job in our Job Bank";**
- **In the middle of the page click on the words in red, "Symplicity Career Services Manger";**
- **Enter your user name* and password**;**
- **At the documents screen, Click on the "+Add New" button;**
- **Fill in the "label" block (required field);**
- **Next to "Document Type" be sure to click on the radio button next to the word "Resume."**
- **You are now ready to upload your resume;**
- **Click on the "browse" button and upload your resume document;**
- **Click on "SUBMIT"…..That's It!**

Your "User Name" is your Widener email address

***** If you don't have your password, click on "Forgot Password" and Symplicity will email it to you.***

*****BE SURE TO COMPLETE YOUR PROFILE BEFORE UPLOADING YOUR RESUME *****

If you need assistance, please call the Career Development Office at (302) 477-2163.