

## **Adding an Attachment**

*All attachments must be uploaded in either Microsoft Word or PDF format.*

1. Click the **My Career Tools** link to add an attachment
2. Click the **Add Attachment link** to upload a document as an attachment.
3. Click the Attachment Type drop-down menu and choose **Resume Attachment** from the list.
4. Enter Resume into the Attachment Purpose field.
5. Click the **Add Attachment link**
6. Click **Browse** to find the location of the file/attachment.
7. Double click on the file name and click **Open**
8. Click **Upload**
9. Click **Save & Return** to successfully complete the loading of your attachment.