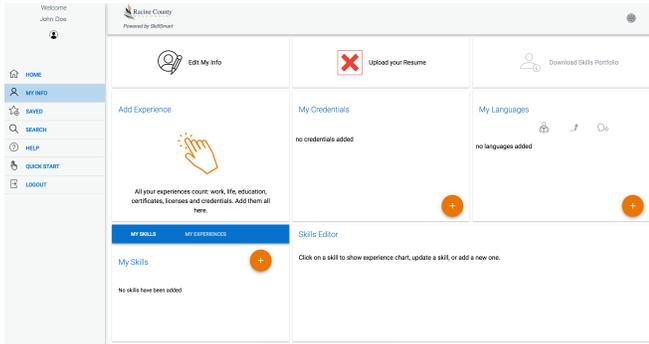
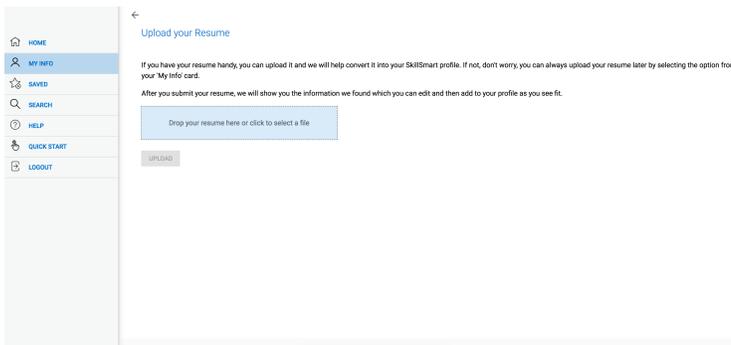


HOW TO UPLOAD YOUR RESUME

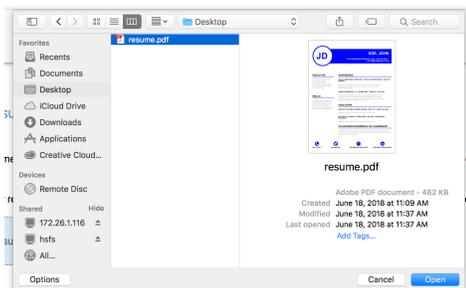
1. Click **MY INFO** on the side menu then click **Upload your Resume**



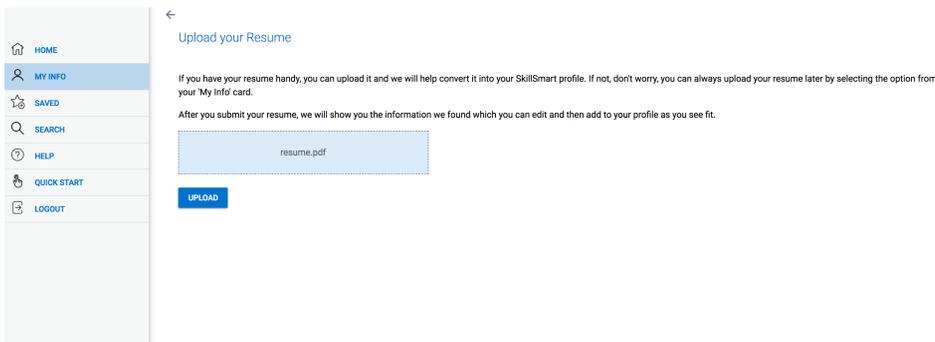
2. Upload your resume by clicking **Drop your resume here or click to select a file**



3. Search for your resume



4. Once you see your file name in the middle of the blue box, click **UPLOAD**



5. After your file is uploaded, click **NEXT**

← Upload your Resume

If you have your resume handy you can upload it and we will help convert it into your SkillsSmart profile. If not, don't worry you can always upload your resume later by selecting the option from your My Info card.

After you submit your resume, we will show you the information we found which you can edit and then add to your profile as you see fit.

resume.pdf

UPLOAD

Resume Elements Found

Work/Military Experience: 2
Education Experience: 1
Languages: 1

NEXT >

6. SkillSmart takes out key words from your resume to help build your profile. You can add or edit any content you see on the screen, click **NEXT** once you are happy with what you see

Add to Profile

Job Title
DIGITAL MARKETING STRATEGIST

Company
OCEAN COAST MARKETING

Experience Level
N/A

I worked here from

From Jan 2015 Jun 2018

I am currently employed here

Reference

Reference name
Reference title
Reference phone #
Reference email

Description

Tell us a little about your role

will allow me to grow PRESENT professionally, while successfully utilizing my skills Launched and maintained several social media accounts. Increased set to promote your company's followers by 5,000. Responded to comments and build a better

< PREV NEXT >

7. Continue to click **NEXT** once you are happy with the page until you get a **Confirmation** message, click **SAVE**

Confirmation

Are you sure you want to add this degree without graduating?

CANCEL SAVE

8. Check any box that best fit the language section, click **NEXT**

Language	Read	Write	Speak	Include?
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[< PREV](#) [NEXT >](#)

9. Click **SAVE**

Confirm Additions

Adding 2 of 2 work/military experiences.

Adding 1 of 1 education experiences.

Adding 1 of 1 languages.

[< PREV](#) [SAVE](#)

10. Your resume has been uploaded correctly if you see a green checkmark

The screenshot shows a user dashboard with a sidebar menu on the left containing: HOME, MY INFO, SAVED, SEARCH, HELP, QUICK START, and LOGOUT. The main content area is divided into several sections:

- Edit My Info**: A card with a pencil icon.
- Upload your Resume**: A card with a green checkmark icon and the text "Last uploaded: 6/15/2019".
- Download Skills Portfolio**: A card with a person icon.
- Add Experience**: A card with a hand icon and the text "All your experiences count: work, life, education, certificates, licenses and credentials. Add them all here." Below it are tabs for "MY SKILLS" and "MY EXPERIENCES", and a plus sign icon.
- My Credentials**: A card with the text "no credentials added" and a plus sign icon.
- My Languages**: A card with the text "English" and four checked checkboxes, and a plus sign icon.
- Skills Editor**: A card with the text "Click on a skill to show experience chart, update a skill, or add a new one." and a plus sign icon.