



Student “How to” Guide to using Career Connections

Current User Guide

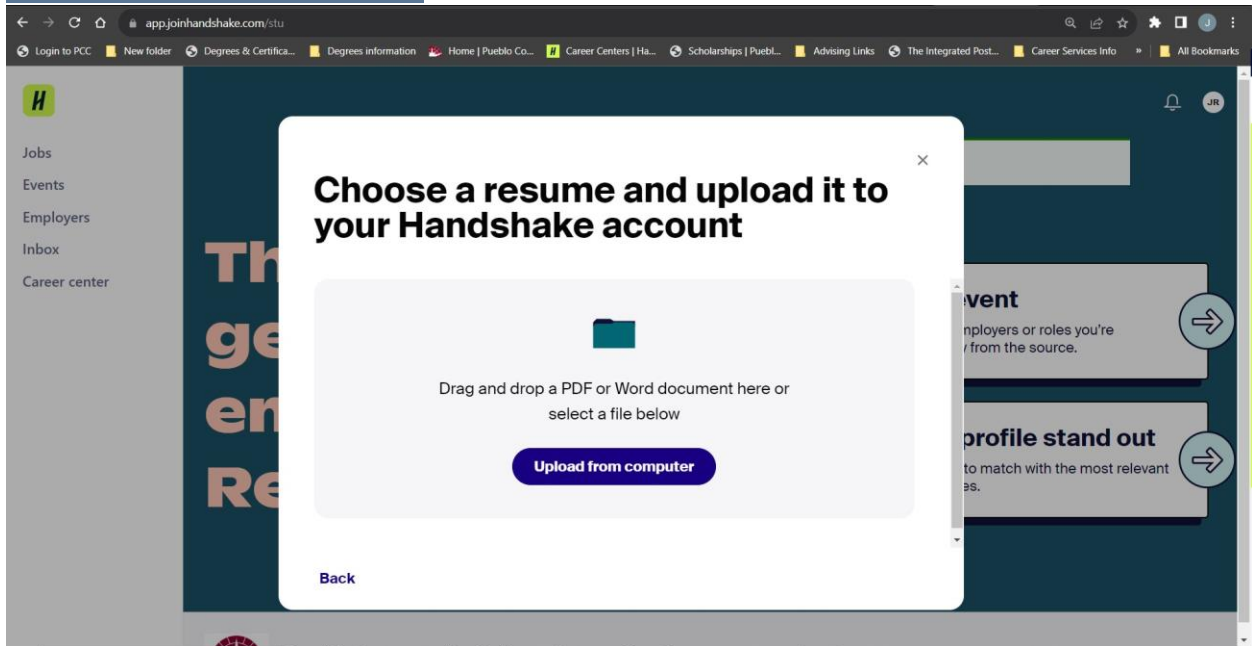
**Adding a resume, Work Study search, and Employers
search**

Only if you have already created a profile already

How to upload a Resume:

Step 1: How to edit your profile so you stand out!

Click “Profile Stand Out” and a screen will pop up to enter your Resume, Curriculum Vitae **(Don’t have one? Contact Office of Career and Community Connection)**



How to Search for a Work Study Job:

Step 2: Lets Search for work study positions available (Can Also apply to filtering for employers and jobs)

1. Click Jobs in the top left corner of your screen:



Jobs

Events

Employers

Inbox

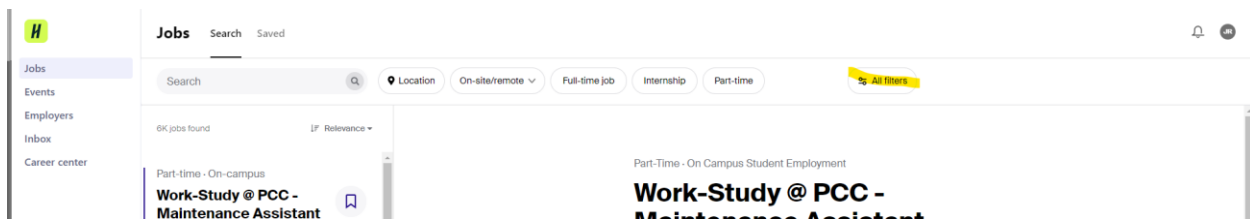
Career center

2. To search for work study go to the search tab and enter “Pueblo Community College”

To Search for Industry Jobs after you have graduated or just to see employers:

Step 3: For jobs in the community

1. click “All Filters”



Filters ×

On-site/remote

On-site
Work in-person

Remote
Work from home

Recommended for you

[🔗 New for you](#) [↔ Popular in your major](#) [👍 Based on your interests](#)

Employer contacts

Build relationships with the people who post jobs.

Employer is open to messaging

Job Role

[Clear](#) 5962 jobs found [Show results](#)

Assist maintenance staff with maintaining building to complete daily orders and projects for Pueblo Campus facilities. Assist in moving off furniture, hauling and loading trucks and trailer. Remodeling, painting.

4. To Apply for jobs simply click the position chosen and click apply externally where you will be taken to the site of the employer (**for assistance contact your Career Service Office**)

Fresh

Full-Time · Internship

Intern, Middle & Large Commercial Underwriting - Frisco, TX



Hartford Financial Services Group, The
On-site · Frisco, TX

About the role

Application deadline	Posted date	Seasonal role
April 16, 2024 4:00 AM	October 16, 2023	(5/22/24 - 8/2/24)
Estimated pay	Location type	US work authorization
\$20.00-30.00 per hour	On-site	Required



Apply Externally

Your school year does not match what is requested for this job. If this information is incorrect, please update it [here](#).