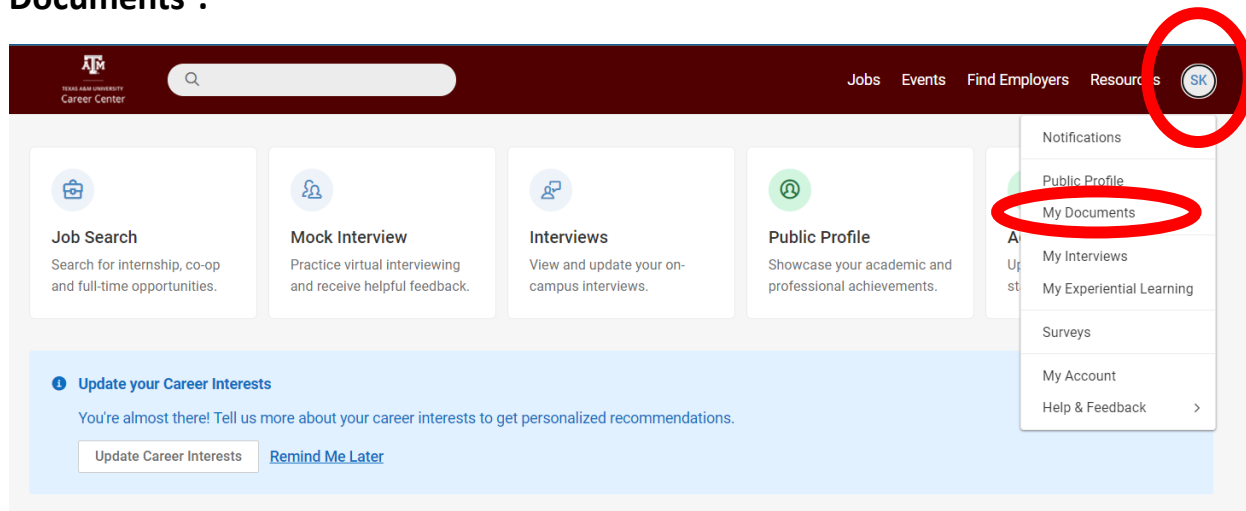


Career Fair Resume Books – Opt-In Instructions

To be included in the Career Fair Resume Books, your resume **MUST** be submitted through this process by the deadline established by your Career Fair leadership. Just having a resume uploaded to HireAggies will not get your resume into the Career Fair Resume Book.

Step 1: Log In to HireAggies.com

Step 2: Click the Round Name Icon in the upper right corner. Select “My Documents”.



Step 3: On the My Documents tab, make sure you have a resume uploaded to HireAggies.

Home / Documents / My Documents

Resumes

Please note that only files 200KB or less can be uploaded into this system. When uploading your transcript, you may have to select an option that allows you to save it as a smaller file.

My Documents **Opt-In Resume Book**

[Add New](#) 1 result

Keough Resume Nov 2023
Resume
Last modified on Nov 07, 2023, 11:21 AM

[View as Word](#) [View as PDF](#) [Delete](#)

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Step 4: Select “Opt-In Resume Book” tab from the My Documents screen.

Step 5: Select which Resume Book you want to opt into (you may be eligible for multiple resume books). From the pull-down menu, select your resume.

Home / Documents / Opt-In Resume Book

Resumes

My Document **Opt-In Resume Book**

1 result

Test Opt -In Resume Book
Expires on Nov 30, 2024

Submit Resume: [Add Resume](#)

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If you wish to remove your resume from the Opt-In Resume Book, select the “Withdraw” button after you submit.

The screenshot shows the 'Opt-In Resume Book' page. At the top, there is a dark red navigation bar with the 'ATM' logo and 'Career Center' on the left, a search bar, and links for 'Jobs', 'Events', 'Find Employers', 'Resources', and a user profile icon labeled 'SK'. Below the navigation bar, the breadcrumb 'Home / Documents / Opt-In Resume Book' is visible. The main heading is 'Resumes'. There are two tabs: 'My Documents' and 'Opt-In Resume Book', with the latter being selected. Below the tabs, it says '1 result'. The result is a card titled 'Test Opt -In Resume Book' with the text 'Expires on Nov 30, 2024' and 'Submitted: Keough Resume Nov 2, 2023'. A 'Withdraw' button is located at the bottom right of this card and is circled in red. At the bottom of the page, it says 'POWERED BY ■ s y m p l i c i t y' and 'Privacy Policy | Terms of Use'.