

Login to our [Job Board](http://learnasa.careerwebsite.com) (learnasa.careerwebsite.com) by hovering over “Job Seekers” in the top blue navigation bar.



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## Upload Your Resume Document

No file selected

\*Required field

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1. Click on “choose file” and browse your computer for your resume. Verify it’s your correct resume and click “Upload Resume.” You can always come back later and replace it with your most up-to-date resume!



Employers

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Job Board Home > Manage Resumes > Create

## Create a New Resume

Complete your resume by filling in each section. Employers will find your resume using the information you enter below. The more information you fill in, the more searchable your resume becomes.

To assist you with filling in the information, you may view your uploaded resume document in a new window.

### Resume Settings

This is for your own reference. It will not be visible to employers.

Resume Name \*

Kate Liu Resume 1.docx

### Contact Information

This contact information will only be shown when you release it to an employer.

First Name \*

Kate

Last Name \*

Liu

Suffix:  E-mail Address \*

kate.liu19@gmail.com

Phone

Fax

Web site

2. Complete the following fields. It only takes a minute. All required fields are marked with an asterisk and help us increase your visibility as job candidates.

3. Make sure to make your resume public so that employers can view you resume! Click on "Save My Resume" to finish the upload.

### Save Your Resume

Make my resume public and searchable by employers.

Cancel

Save My Resume

\*Required field

4. Your resume has been uploaded!



## Edit Resume

Our unique Anonymous Resume System protects your personal information. Employers can review your anonymous resume and then submit a contact request to you with details of their job opening. You then decide whether or not to release your contact information to that employer. This protects you from spam, third parties selling your information, and identity theft!

At this time, review your resume to make sure it contains up-to-date information and **remove all contact information (name, phone number, address, email, etc.)**. After submission, our systems will attempt to mask any remaining contact information.

When applying for a job, we will pass along your contact information to your chosen employer.

-Ste Liu Resume 01.docx

Cancel

Save My Resume

5. Optional: Edit the automatically-generated text format of your resume. When you're satisfied, click "Save My Resume"

6. Congratulations, you're done! Make sure to check out the jobs posted on our Job Board by clicking on the ASA logo in the top left corner.

Good luck with your job search!