

## ABOUT VALPO CONNECT



### What is VALPO Connect?

VALPO Connect is a national database of jobs and employers, maintained by Experience eRecruiting. Through VALPO Connect you will have lifelong access to internships, entry-level and experienced jobs targeted to Valparaiso University students and alumni.

All Valpo students and alumni are eligible for a free VALPO Connect account. It's a great opportunity to search for jobs and internships.

### How do I use it?

To self-register, you will need the "password token" on our [Intranet site](#) or contact the Career Center by phone at 219-464-5005 or E-mail at [career.center@valpo.edu](mailto:career.center@valpo.edu) to receive this token. Once you have the "access token" you can self-register by clicking the link above for VALPO Connect.

What happens next?

After you create your account, you will be asked to complete your personal profile. Then upload your resume and start searching for jobs and internships. Don't forget to regularly update your profile and resume!

Employers whose this site—and there are lots of them—can review your profile. So update your information at least every semester. If you've just completed an internship, been inducted into an honorary society, or had a great volunteer experience, be sure to add those to your resume!

If you don't have a resume, download one of the [two templates](#) available in the Services and Resources section of the Career Center website. A Career Center staff member can help you get started, offer suggestions, and review your resume before you post it.

Follow these steps to upload your resume:

- Click on the Documents tab
- Select Upload a Document from the drop-down menu
- Click on Resume
- Click on Browse and select the location of your resume
- Finally, click on the Upload button at the bottom of the page

**DON'T FORGET TO LOG OUT AT THE END OF EACH SESSION!**