

## ABOUT VALPO CONNECT



### What is VALPO Connect?

VALPO Connect is a national job recruiting database through Experience eRecruiting. Experience is the largest career site specifically for college students and young professionals. Through VALPO Connect you will find and have lifelong access to internships and entry-level to experienced jobs targeted to Valparaiso University; real-world insights and valuable career management resources; and a network of inspirational role-models.

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

### How do I use it?

To self-register, you will need the "access 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 update regularly!

Employers who register to use the site—and there are lots—can review your profile at any time. So don't forget to update your information regularly; every semester isn't too frequent. So if you've just completed an internship, been inducted into an honorary society, or had a great volunteer experience, be sure to add those things 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 in your profile.

Follow these steps to upload your resume:

- Click on the Documents tab
- Select Upload a Document from the drop-down menu
- Click on Resume
- Then 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!**

