

Upload Resume in SpartanCareers

U N C G C A R E E R S E R V I C E S C E N T E R

Log In to SpartanCareers

Go to www.uncg.edu/csc and click on the SpartanCareers logo

Log in with username and password:

- Your username is the complete email address in your UNCGenie account.
- Your password is your birth date (ex: 2/07/88 would be 020788).
- Be sure to change your password after your first log in.

Create Profile

Notice sections: Personal Information, Demographic Information, Skills, and Additional Information.

- Each section will have an Edit link. Click on this link to edit fields within the section.
- Go through each section and complete all of the fields making sure to click on the Save button.

Required fields are marked with an asterisk (*).

Upload Resume

- Hold cursor over My Account and select My Documents.
- Click on the Upload File link.
- Click the Browse button to find your document.
- Select the correct document and name it.
- Click the Upload button.

***NOTE:** When uploading more than one document, make sure your most generic resume is your default resume. Your default resume is the document that employers can view when accessing SpartanCareers.*

Full Access

To gain full access to SpartanCareers your resume **MUST** be reviewed and approved by a UNCG career counselor. Contact our office to schedule an appointment or meet with a counselor during daily drop-in hours.

Once your resume is approved you will be able to:

- Search for jobs and internships
- Apply for internships, part-time and full-time jobs through the SpartanCareers system
- Review and RSVP for career events sponsored by UNCG Career Services Center
- Sign up for on-campus interviews for which you qualify
- Search our extensive employer database
- Manage your job search through an activity log and calendar
- Report success results with our “Report a Hire” feature

***NOTE:** You will only need one resume approved to gain full access to SpartanCareers*

Need Help?

CSC Main Office

#1 Elliott University Center
336.334.5454

Drop-in Hours

Monday–Friday 2pm–4pm

CSC Bryan Office

231 Bryan Building
336.256.0223

Drop-in Hours

Monday–Friday 12pm–1pm