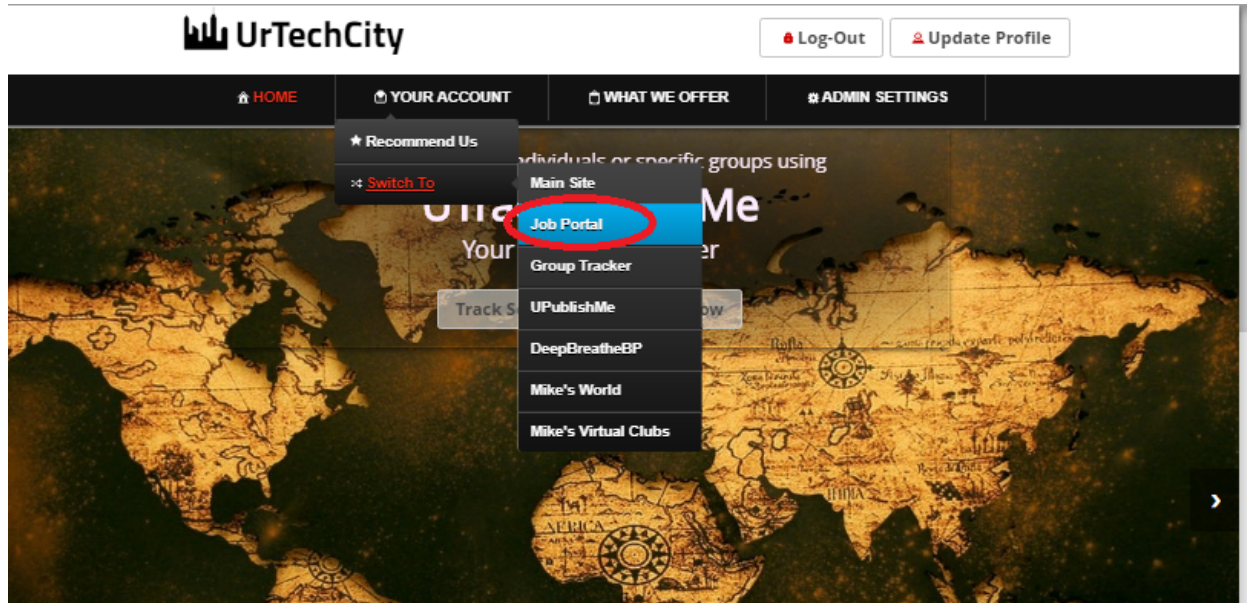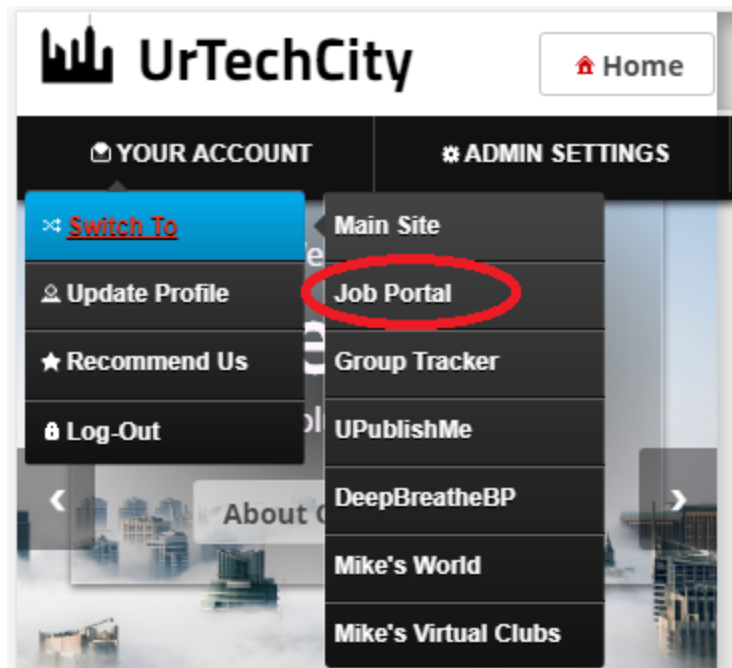1. Go to the job portal website to start creating your job profile:

   a. **Desktop**
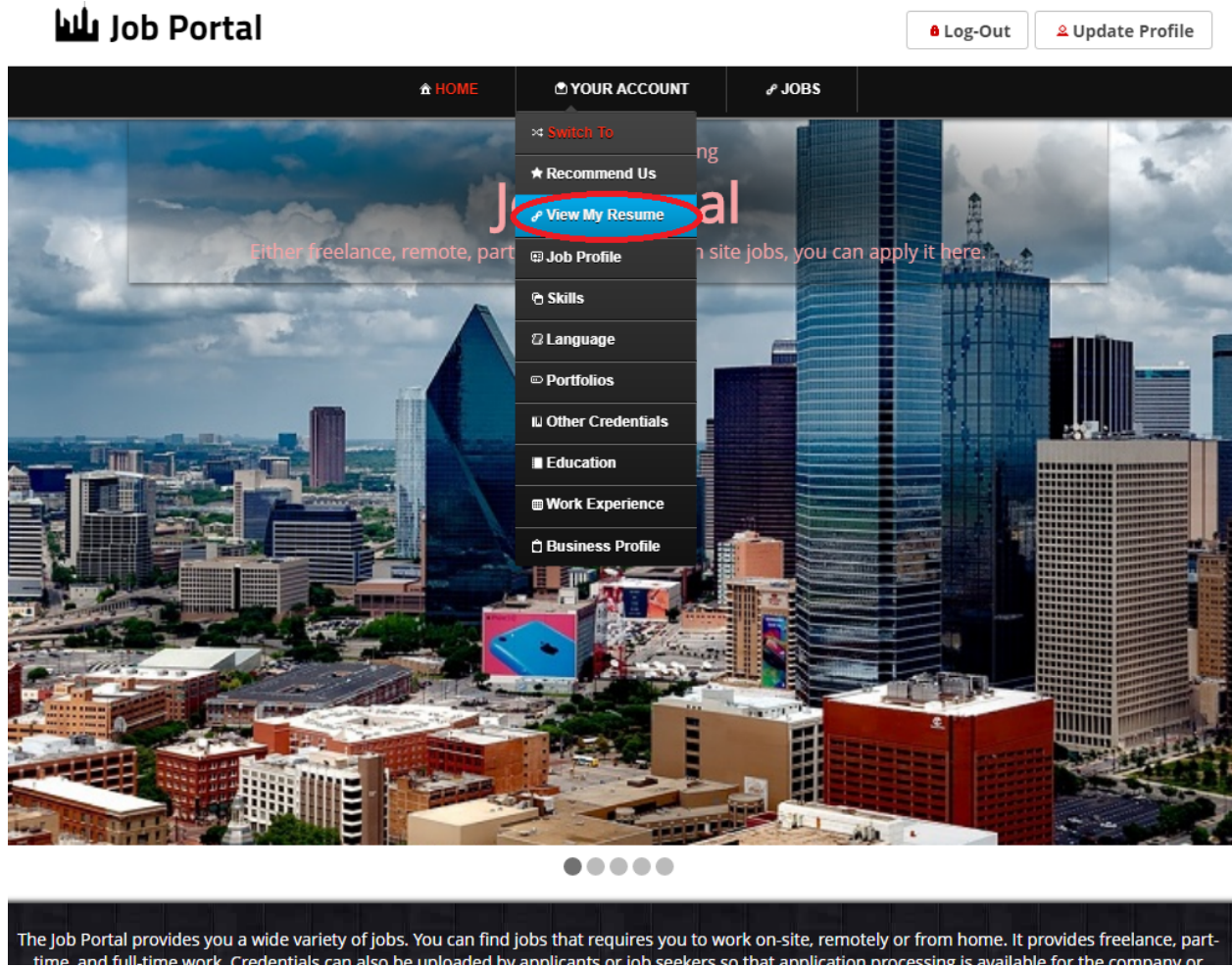

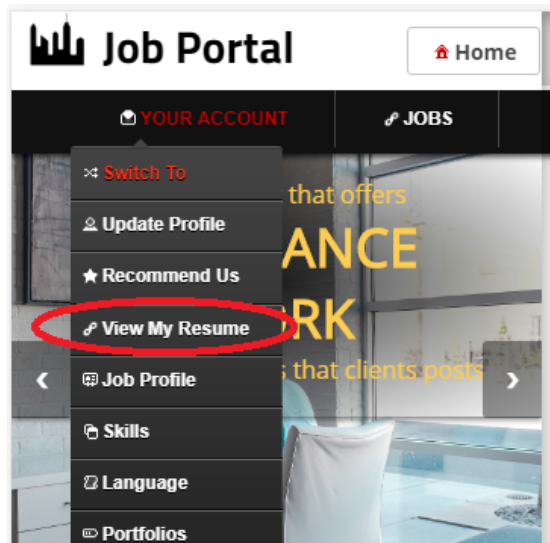   a. **Mobile Devices**

2. Click **View My Resume** from the menu
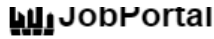
   a. **Desktop**

b. Mobile Devices

3. Click the **Update** for the Credentials to add Resume

     a. **Desktop**

     b. **Mobile Devices**

4. Select the **Add** button to add credentials
   a. **Desktop**

   b. **Mobile Devices**

5. Select the **Credential type** option and select attached resume

   a. **Desktop**

JobPortal   🔒 Log-Out   🕐 Messages   👤 Update Pro

⌂ HOME   🕐 YOUR ACCOUNT   🔧 JOBS
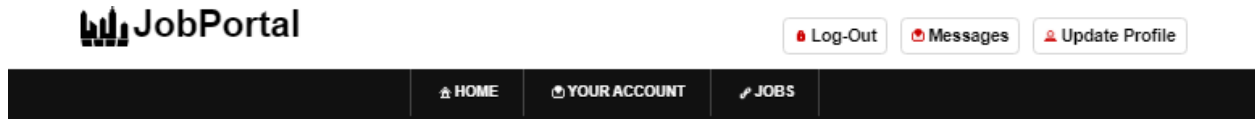
Credentials

e first(click to show/hide information which can guide you in this area)

Name*

[   ]
0/100

Credential Type*

| Certificates   ⌄ |

Certificates
Trainings
Awards
Honors
Publication
Examinations
Attached Resume

b. **Mobile Devices**

JobPortal   📩   ⌂

🕐 YOUR ACCOUNT   🔧 JOBS

Name*

[   ]
0/100

Credential Type*

| Certificates   ⌄ |

Certificates

Trainings

Awards

Honors

Publication

Examinations

Attached Resume

6. Scroll down and select documents as indicated in the picture. Then click add.

    a. **Desktop**
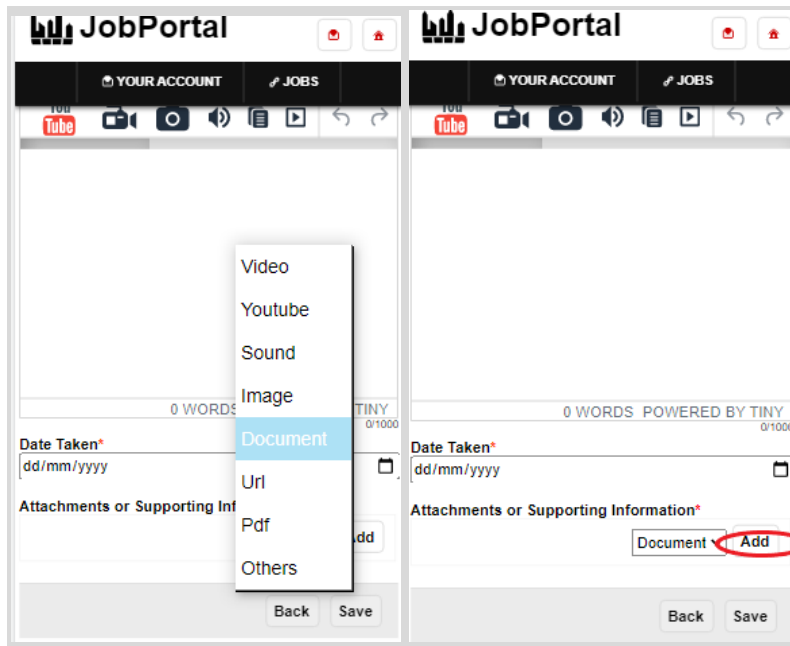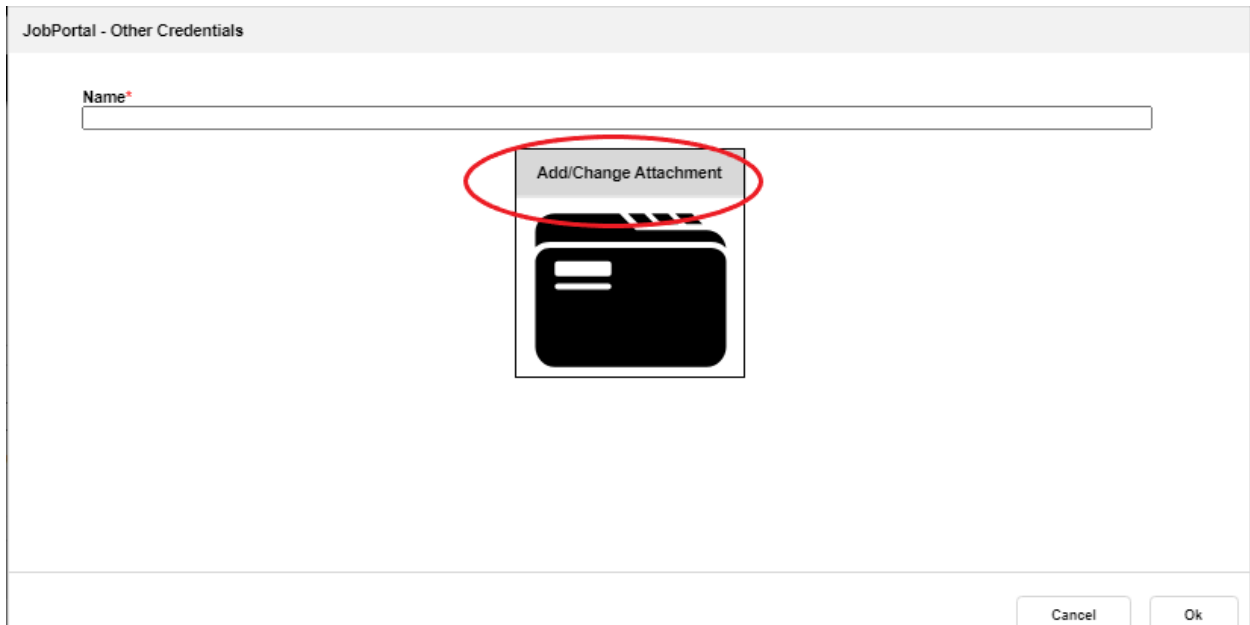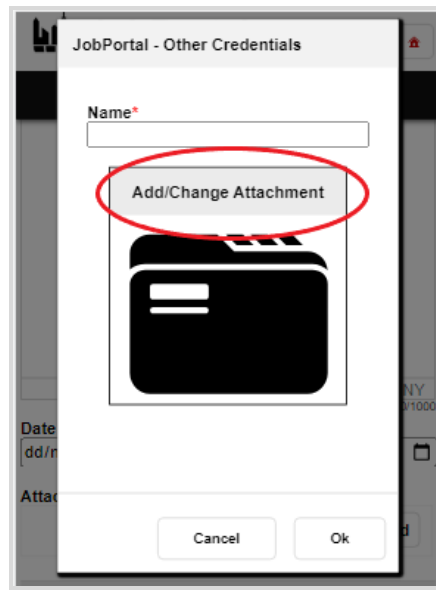

    b. **Mobile Devices**

7. Select the add attachment to attach your files
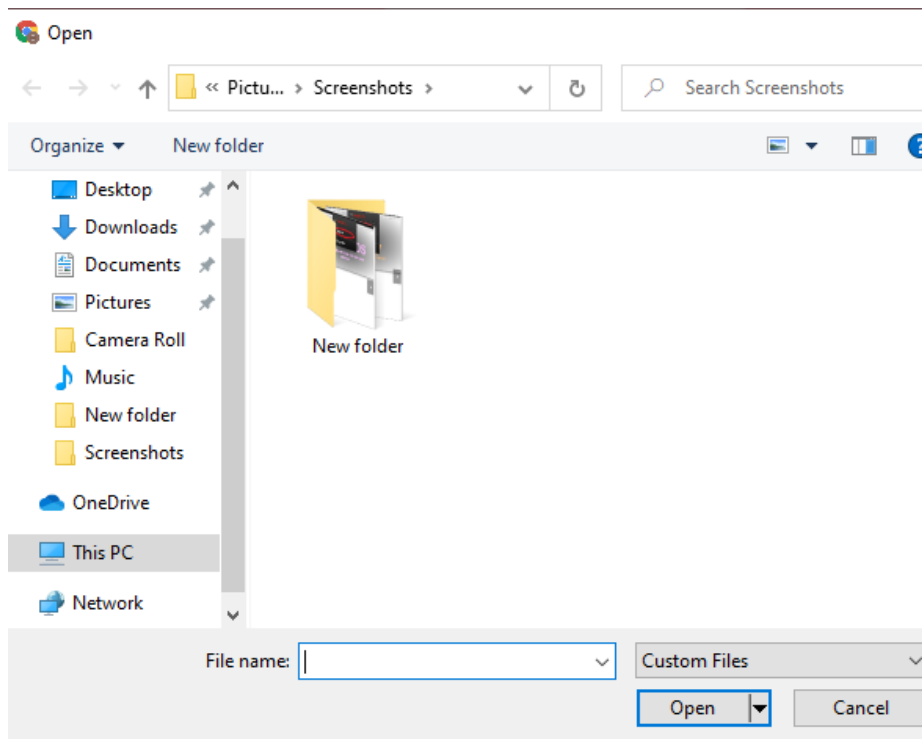
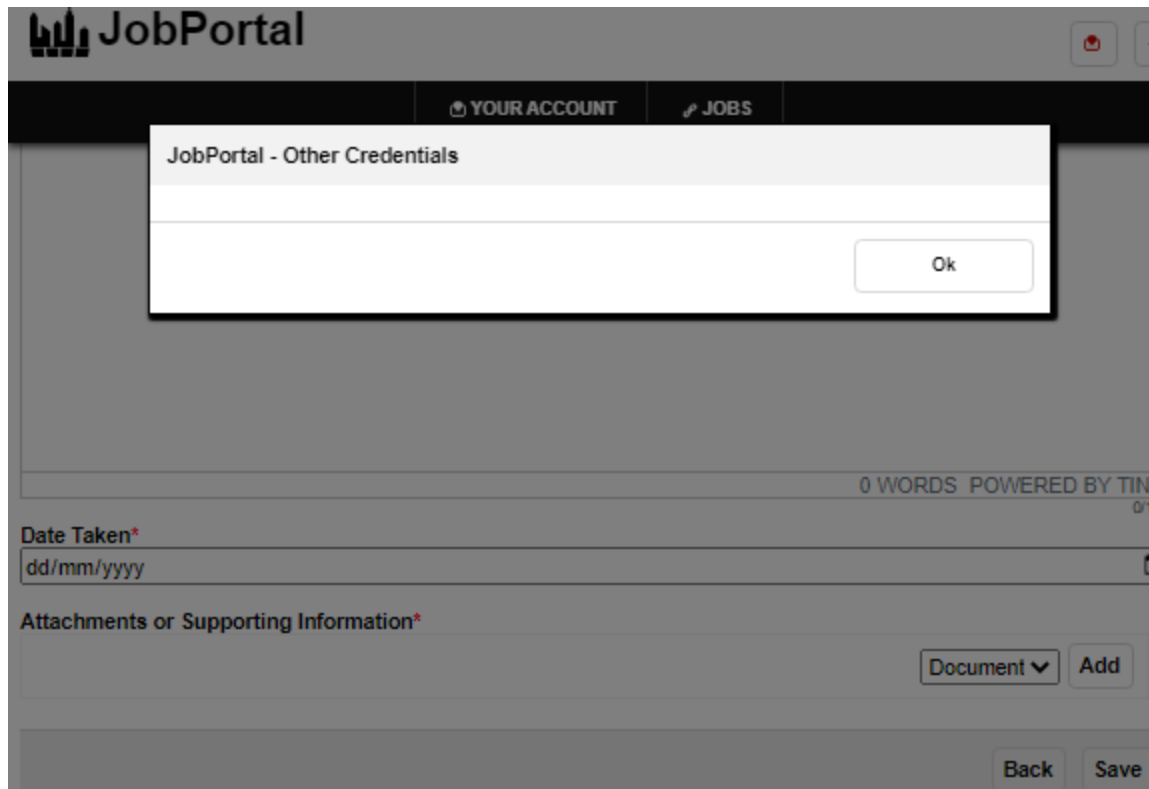   a. **Desktop**

Mobile Devices

8. Scroll down and go to **Language** Section then click the **Update** button:

   a. **Desktop and mobile devices**

9. A confirmation will be shown, and you have attached your resume. Remember that this is an option on whether you would like to add your own made resume or create your own resume at this website. Select the create resume on the user guide

Desktop

Mobile Devices