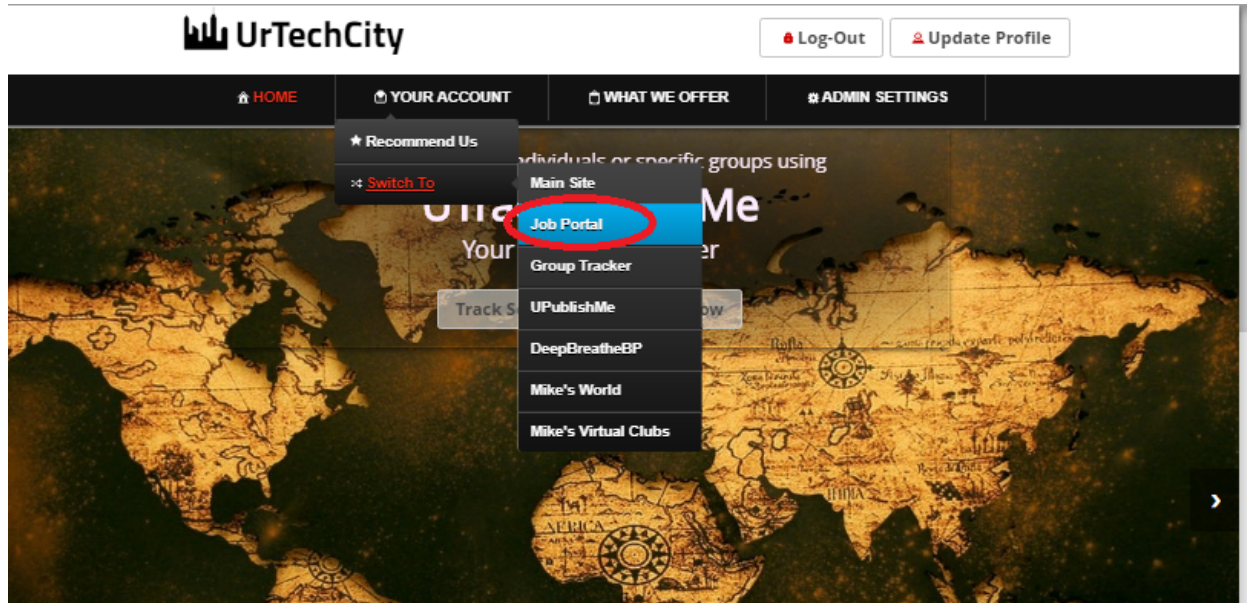
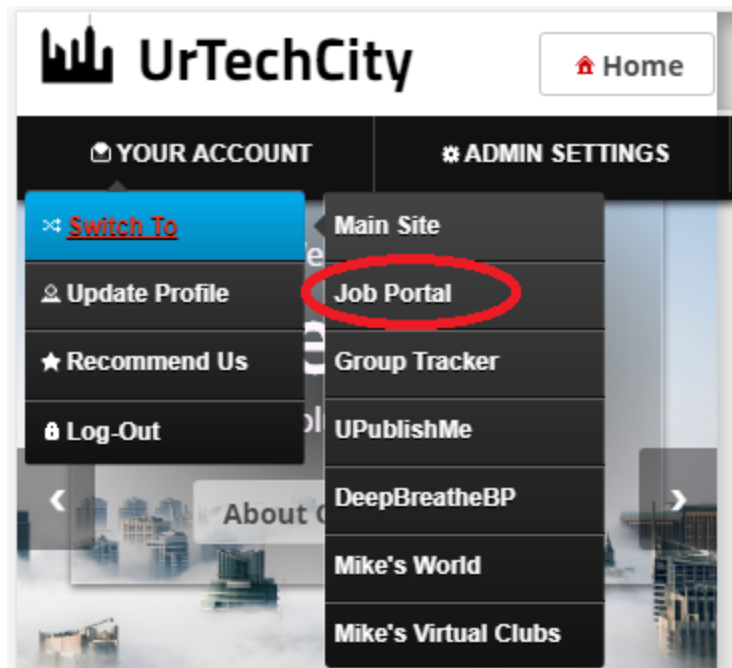


1. Go to the job portal website to start creating your job profile:

a. Desktop

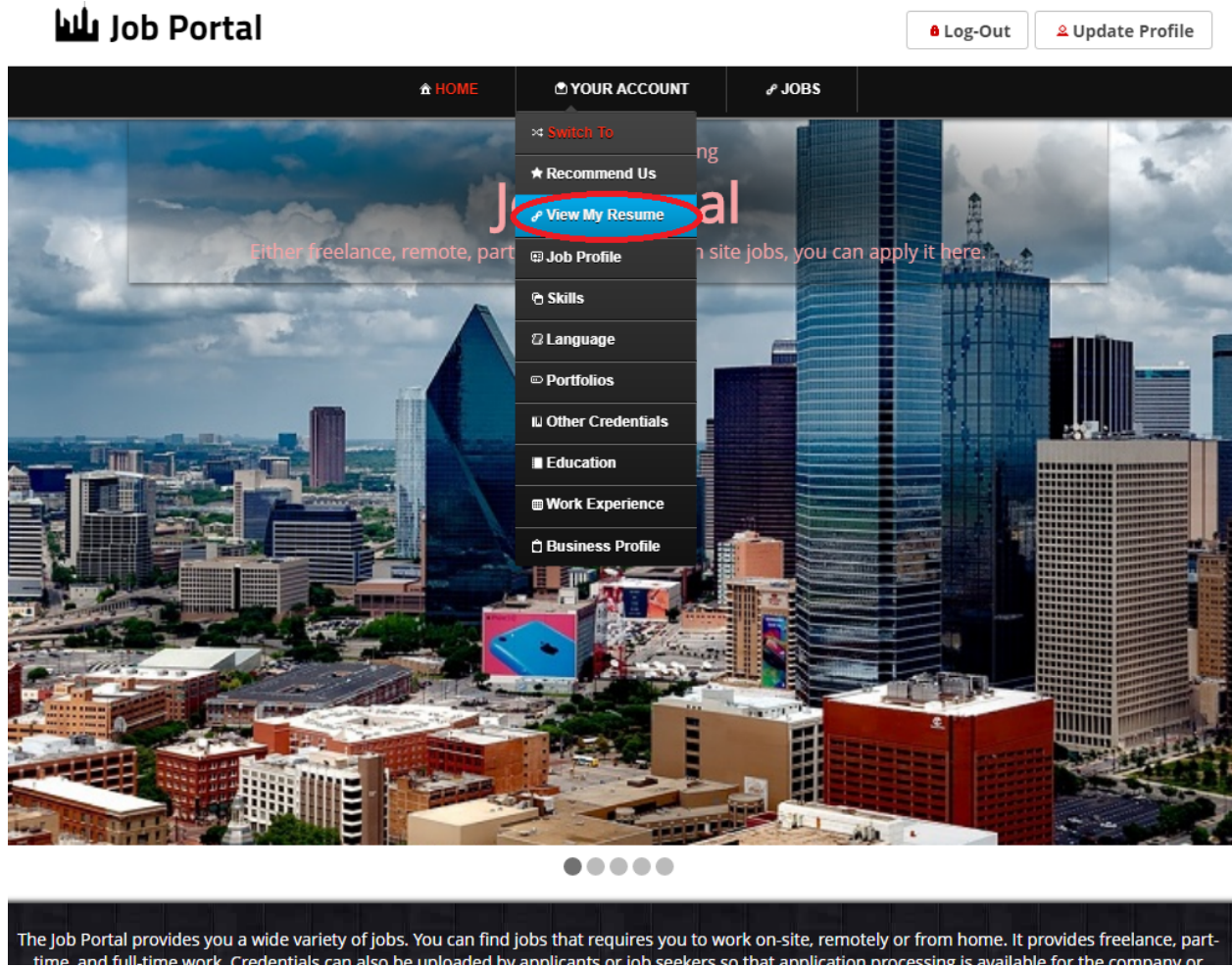


a. Mobile Devices



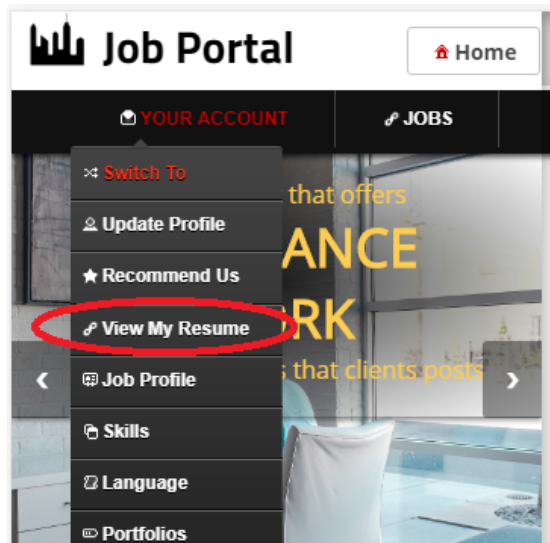
2. Click **View My Resume** from the menu

a. Desktop



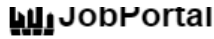
The Job Portal provides you a wide variety of jobs. You can find jobs that requires you to work on-site, remotely or from home. It provides freelance, part-time, and full-time work. Credentials can also be uploaded by applicants or job seekers so that application processing is available for the company or

b. Mobile Devices



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

a. Desktop



Log-Out Messages Update Profile

flexible

HOME YOUR ACCOUNT JOBS

Work Experience: [Update](#)

1. Sales agent

Company:
jpc corporation
Address:
sm city rosario cavite
Date Started:
05-Jun-2021
Date Ended:
10-Sep-2021

Details:
sellin of globe internet wifi
assist customers on availing internet plan

Other Credentials: [Update](#)

1. Certification

Credential Type:
Certificates
Date Taken:
06-Feb-2019

Academic excellence

b. Mobile Devices



YOUR ACCOUNT JOBS

Date Started:
05-Jun-2021
Date Ended:
10-Sep-2021

Details:
sellin of globe internet wifi
assist customers on availing internet plan

Other Credentials: [Update](#)

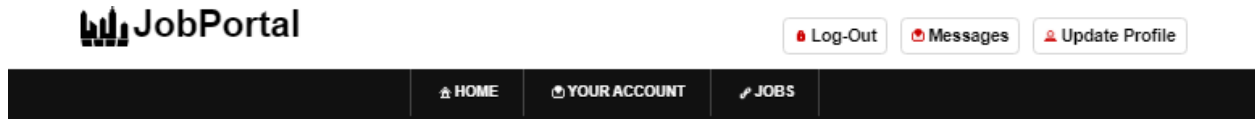
1. Certification

Credential Type:
Certificates
Date Taken:
06-Feb-2019

Academic excellence

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

- a. Desktop



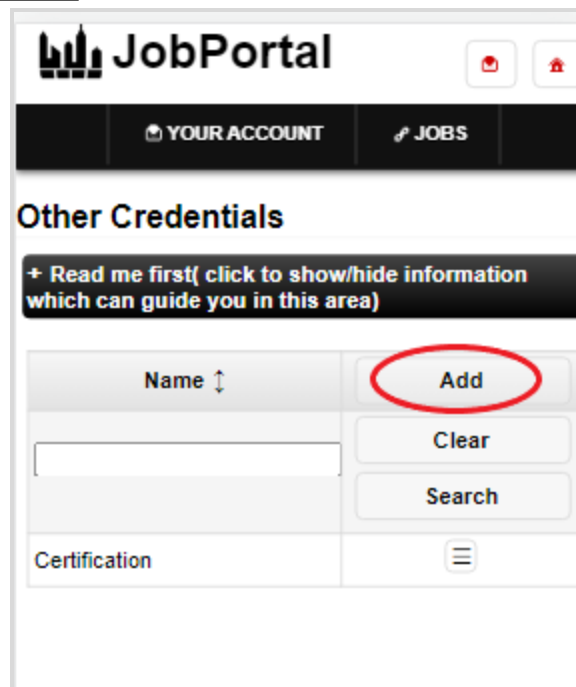
Other Credentials

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

Name ↑	Date Taken ↑	Credential Type ↑	Add
<input type="text"/>			Clear
			Search
Certification	06-Feb-2019	Certificates	☰

recruitment process, agencies and companies and applicants encounters the below, in which we can solve or automate: -Job sites applied by the applicants are limited

- b. Mobile Devices



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

- a. Desktop

Credentials

Click the 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

JobPortal

Log-Out Messages Update Profile

HOME YOUR ACCOUNT JOBS

0 WORDS POWERED BY TINY

Date Taken*

dd/mm/yyyy

Attachments or Supporting Information*

Video Add

Video

Youtube

Sound

Image

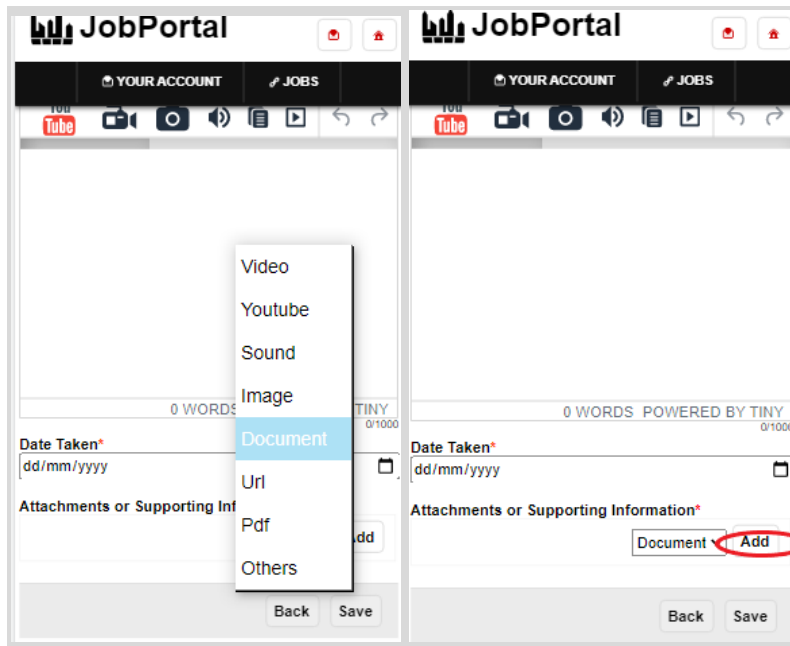
Document

Pdf

Others

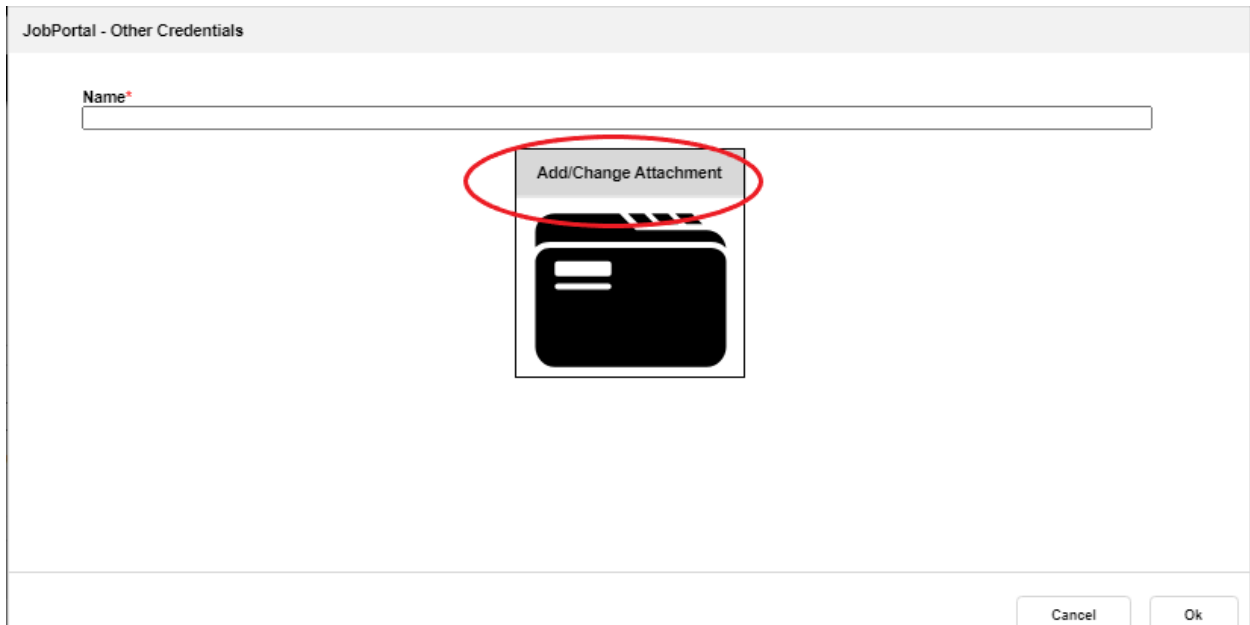
Save

b. Mobile Devices

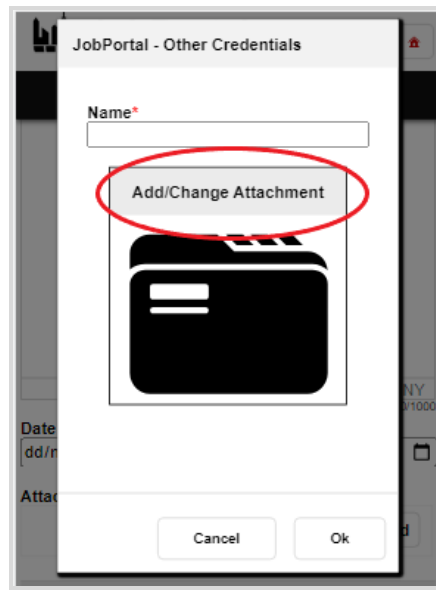


7. Select the add attachment to attach your files

a. Desktop

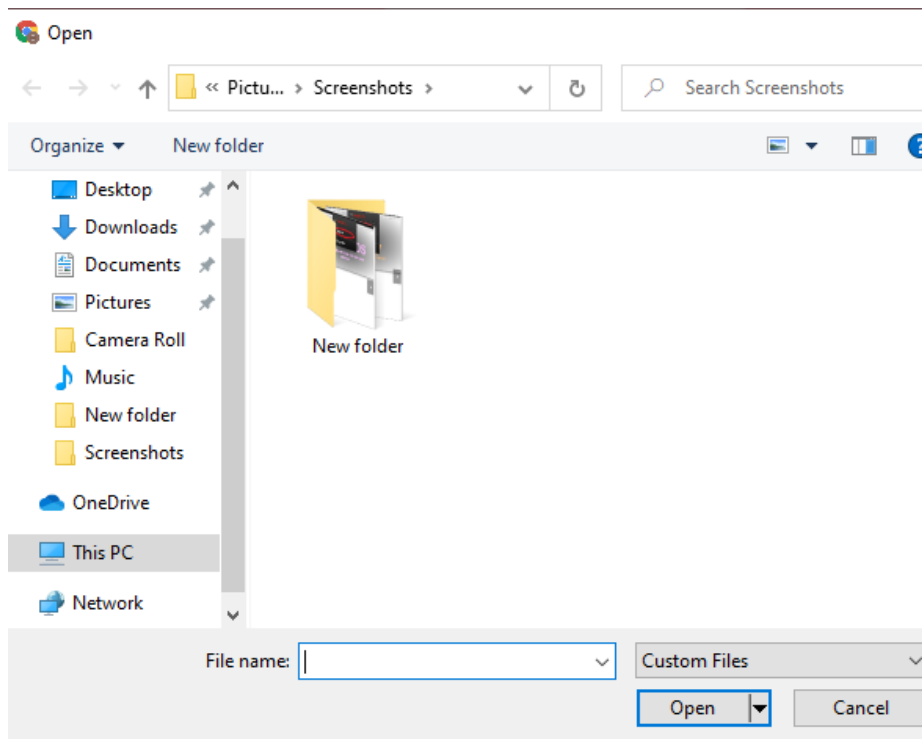


Mobile Devices



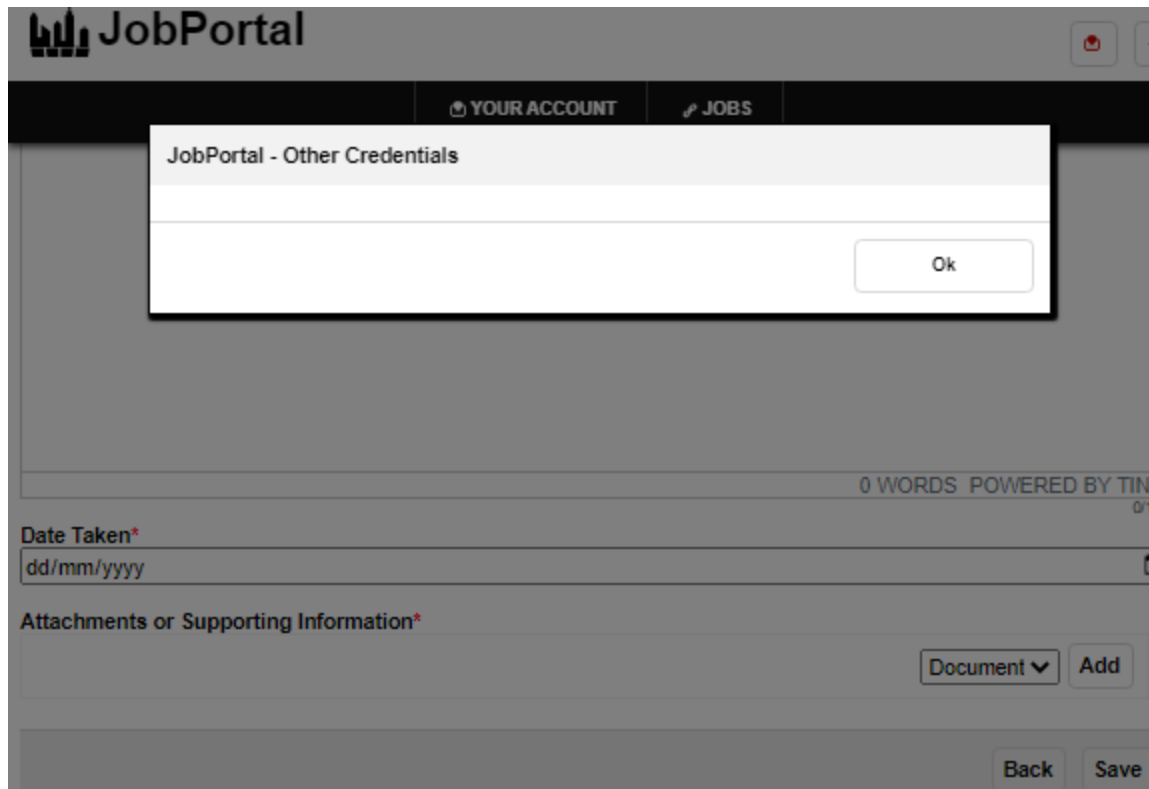
8. Scroll down and go to **Language** Section then click the **Update** button:

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



The screenshot shows the JobPortal desktop interface. At the top, there is a navigation bar with the JobPortal logo and two menu items: "YOUR ACCOUNT" and "JOBS". A modal dialog box titled "JobPortal - Other Credentials" is displayed in the center, containing two empty text input fields and an "Ok" button. Below the dialog, the main form area is visible, featuring a "Date Taken*" field with a placeholder "dd/mm/yyyy", an "Attachments or Supporting Information*" section with a "Document" dropdown and an "Add" button, and "Back" and "Save" buttons at the bottom right. A status bar at the bottom indicates "0 WORDS POWERED BY TIM" and "0/1".

Mobile Devices



The screenshot shows the JobPortal mobile interface. At the top, there is a navigation bar with the JobPortal logo and two menu items: a home icon and a notification icon. A modal dialog box titled "JobPortal - Other Credentials" is displayed in the center, containing two empty text input fields and an "Ok" button. The background is a solid grey color.