

## How do I apply?

Please review the position details and qualifications of the various summer jobs. To apply for one or more of the positions:

- 1) Visit the “Career Opportunities” page.
- 2) Select the Job Posting/Position Title of interest.
- 3) Answer the prescreening questions and click “Apply for this Job”.
- 4) Create a user profile (or log in to your existing profile).
  - A valid email address is required in order to create a profile.
- 5) Upload a copy of your resumé. Information will be pulled from the resumé to fill in some of the basic fields (i.e. name, address, etc.).
  - Verify the information that is populated and continue to fill in any additional required fields.
- 6) Once a profile has been created you can log in at any time to update your information, add skills, and upload any additional supporting documents.

### Tips:

- If you have already created a career profile, make sure that it is up-to-date and accurate.
- Upload relevant documents such as copies of training certificates or reference letters to your candidate profile and include them in your application.
- Apply in advance to ensure that you meet the deadline.
- Apply for each job posting that you would like to be considered for.
- Answer the preliminary application questionnaire accurately.