

Instructions on how to post resumes and how to access resumes:

For Job Seekers

To post a NEW resume on the NAHJ Career Center so employers at the 2021 NAHJ Virtual Convention so employers can see it:

Go to www.nahjcareers.org

Create an account.

Go to "My Resume".

Post your resume.

Be sure to select that you will be attending the "NAHJ 2021 Virtual Career Fair/Convention".

If you already have an EXISTING resume on the NAHJ Career Center:

- 1) Go to www.nahjcareers.org
- 2) Log into your account
- 3) Go to "My Resume".
- 4) Click "Confirm Activation" if your resume has been deactivated.
- 5) Click "Edit", Go to "General Information" and go down to "Job Fair Registrations".
- 6) Select that you will be attending the "NAHJ 2021 Virtual Career Fair/Convention".

For Employers

To view resumes of job seekers coming to the NAHJ Career Fair/Convention:

- 1) Go to www.nahjcareers.org

Log in with this convention login information:

2) Username: resumes2021

Password: resumes2021

- 3) Click "Search Resumes"

4) Go to the bottom of the page to the section titled "Select Attendees of these Job Fairs Only".

- 5) Put a check mark next to "NAHJ 2021 Virtual Career Fair/Convention."