

Career Center: Résumé uploading guide

Step 1: [Login](#) to your AAJA account with the email you provided to AAJA

Member Login | Professional | Student Programs | Resources | Community

AAJA
Asian American Journalists Association

HOME ABOUT MEMBERS PROGRAMS CONVENTION JOBS MEDIA WATCH NEWS

Login Upcoming Events Join/Renew Membership

Home >
Create Account

New to this site?
If you are new to this system or not sure if you've used this site before, enter your information below and click Continue.

First Name: *
Last Name: *
Email: *
Postal Code: *

Continue

Already have an Account?
If you've already been to this site, log in below. If you've forgotten your password, please [click here](#) to reset it.

Login ID: *
Password: *

marcias@aja.org

Continue

Step 2: Click on “Manage My Résumés ” under the “Career Center” section in the bottom, right corner

Home Upcoming Events Join/Renew Membership

ID: 9973 Marcia Santillan Logout

Welcome to the Asian American Journalists Association

My Profile
Your AAJA ID: 9973
Marcia Santillan
Asian American Journalists Association
5 3rd St Ste 1108
San Francisco, CA 94103-3212 US

Preferred Contact #: [icon]
Email: MarciaS@aja.org
Login ID: [MarciaS@aja.org](#) (change)

[Edit My Information](#) [Change My Password](#)

My Membership
Status: -
Member Since: -
Expiration: -
Type: -

- Join/Renew Asian American Journalists Association
- View AAJA Staff Section

My Affiliations
Committees I am currently on: 0

Committee	Position
ELP 2013 Trainers and Facilitators	Committee Member

- View My Affiliations
- Browse Affiliations

My Account
Outstanding Balance: \$0.00
Credit Balance: \$0.00
Last Payment: No payments on file.

- View Account History

Events
Last Registration: No registration found

- 2013 AAJA Annual Convention
- Browse Events
- View My Event Registrations

Donations
Last Donation: No Records Found

- Make a Donation
- View Donation History

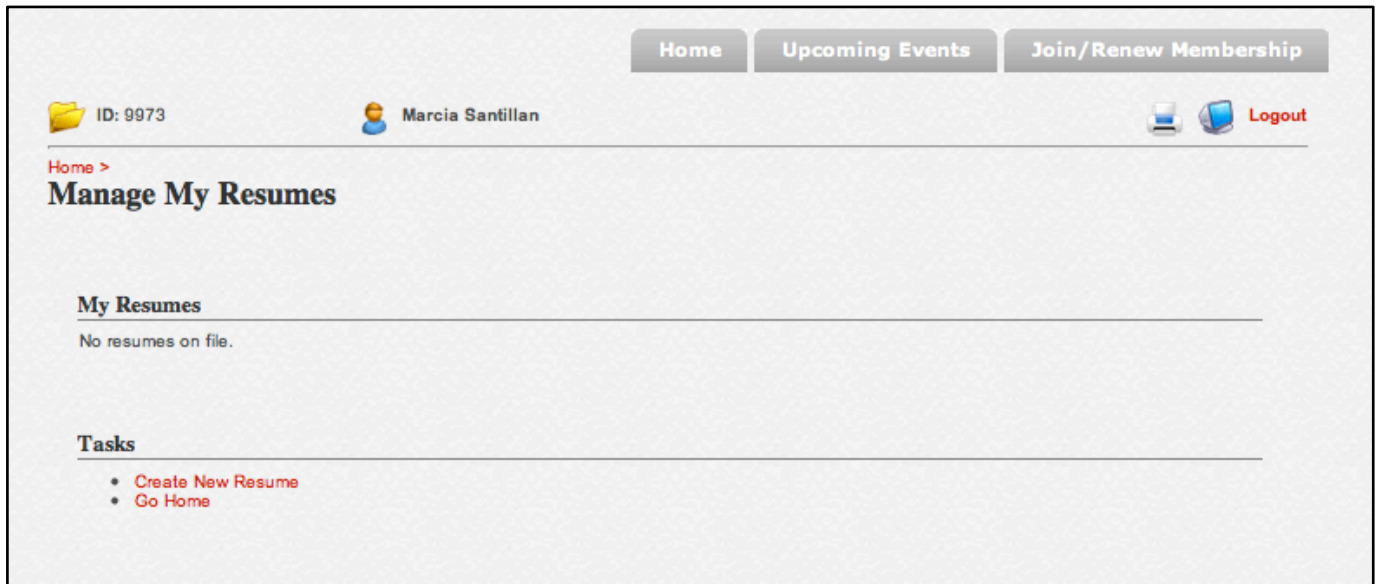
Awards & Competitions
Last Competition Entry: No Records Found.
Number of Entries You've Submitted: 0

- View Open Competitions
- View My Competition Entries

Career Center
Number of Resumes: 0
Jobs Search and Jobs Postings: 0

- Manage My Resumes
- Post a Job
- Purchase Job Postings
- Search Job Postings
- View My Job Postings

Step 3: Click on “Create New Résumé ” under the “**Tasks**” section at the bottom



Step 4: Fill in the following information:

Create and type in a title for your résumé in “Résumé Name”

Click “Is Active”

Click “Choose File” to find and upload your résumé

Please note: You may need to compress your file if it is larger than 4MB.

When done, click “Save” button



Questions? Contact Justin Seiter, Programs Associate, justins@aja.org or 415-346-2051, ext. 107.