

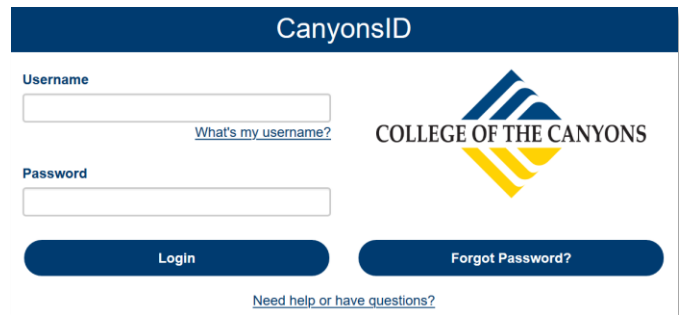
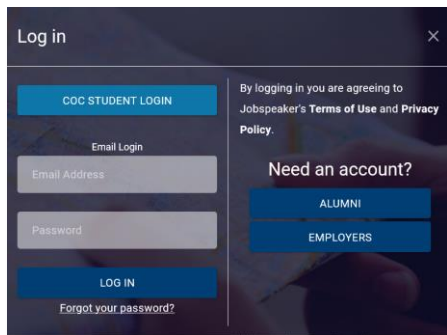


## QUICK START GUIDE - STUDENTS


REGISTER IN JUST A FEW EASY STEPS.

### To create an account

- Go to: [canyons.jobspeaker.com](http://canyons.jobspeaker.com) or Download the app
- Click “Sign In”
- Click on “COC STUDENT LOGIN”
- Login through CanyonsID



### After you Log In

- If you are logging in for the first time, you will be prompted to complete a new profile
- If you want to update your settings go to “My Account” (found in  on the top right corner)
- Make sure to add your declared major in the curriculum section. Skills are automatically populated based on your major, but can be edited
- Additionally, you can add skills you have acquired outside of your program/studies (past education, work experience, etc.)
- Jobspeaker will automatically match you to jobs based on your skills so make sure to list them!

### Create Profile

By creating a profile, you are advertising your experience to all employers who post to the Jobspeaker site. Make sure to fill all sections of the profile including your contact information, education and work experience. Always maintain professionalism. You can create MULTIPLE PROFILES to match different positions and industries you wish to apply for.

### Resume

You can automatically generate a resume, using one of the 5 available templates, once your profile is complete. Go to Profiles tab and click on ‘Print Resume’, select a template, click print and a resume will be saved in the documents section of your dashboard. You can also upload your professional resume in the documents section.

### Begin Job Search

When searching the Job Board (tab in the top menu), you will see jobs matched to the skill sets you entered in your account page. If you want to refine your search even more, you can click the filter icon on the left & add search conditions, such as location and job type.

### Download the App

If you have a smartphone, download Jobspeaker’s FREE Mobile Job Search App! You can swipe and apply for jobs right from your phone.

