

Uploading Documents in Strategy

If you have looked at Item #5 in your VOLT mobile tool, you will see that Career Planning recommends that you upload the first draft of your resume and cover letter some time during September or October. A CPC staff member will review these documents for you and make suggestions about revisions.

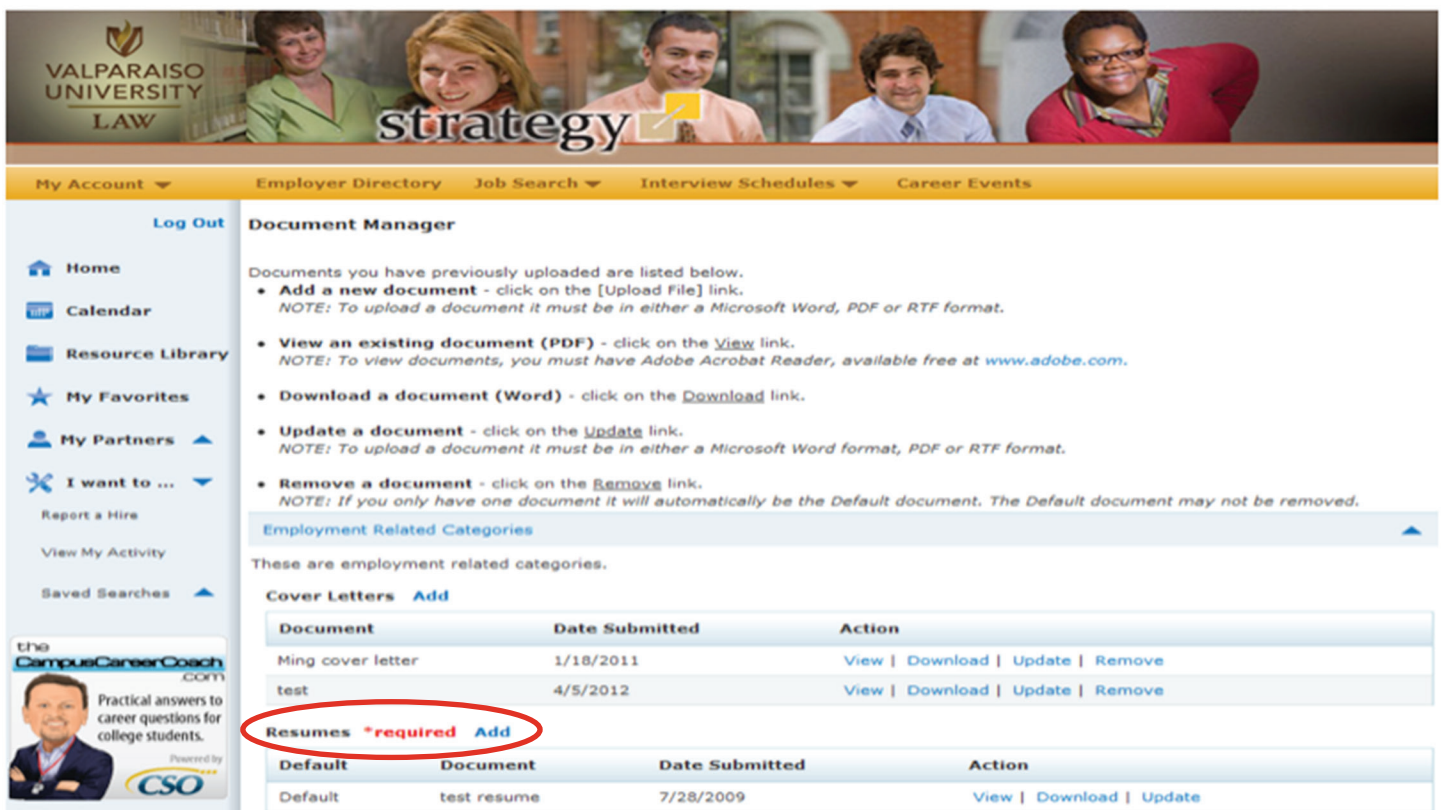
Implementing the staff member's feedback will be important because later in October, you will be working on drafting a resume and cover letter for your Legal Writing Class. Career Planning will be providing your Legal Writing Professor with confirmation about whether you have completed these documents satisfactorily.

To upload the first draft of your legal resume and cover letter:

1. Login to Strategy at: <https://www.myinterfase.com/valpolaw/student/>
2. Point to "My Account" and select "My Documents"



Look for the section heading titled "resume" and click "add." This is where you upload your resume. You will be prompted to name the document in your Strategy profile then click "choose file" so you can identify the location from which you will be uploading your resume.



3. Click "save"
4. Look for the section heading titled "cover letter" and click "add." This is where you upload your cover letter. You will be prompted to name the document in your Strategy profile then click "choose file" so you may identify the location from which you will be uploading your cover letter.

VALPARAISO UNIVERSITY LAW

strategy

My Account ▾ Employer Directory Job Search ▾ Interview Schedules ▾ Career Events

Log Out

Home
Calendar
Resource Library
My Favorites
My Partners ▲
I want to ... ▾
Report a Hire
View My Activity
Saved Searches ▲

Document Manager

Documents you have previously uploaded are listed below.

- **Add a new document** - click on the [Upload File] link.
NOTE: To upload a document it must be in either a Microsoft Word, PDF or RTF format.
- **View an existing document (PDF)** - click on the [View](#) link.
NOTE: To view documents, you must have Adobe Acrobat Reader, available free at www.adobe.com.
- **Download a document (Word)** - click on the [Download](#) link.
- **Update a document** - click on the [Update](#) link.
NOTE: To upload a document it must be in either a Microsoft Word format, PDF or RTF format.
- **Remove a document** - click on the [Remove](#) link.
NOTE: If you only have one document it will automatically be the Default document. The Default document may not be removed.

Employment Related Categories ▲

These are employment related categories.

Cover Letters [Add](#)

Document	Date Submitted	Action
Ming cover letter	1/18/2011	View Download Update Remove
test	4/5/2012	View Download Update Remove

Resumes *required [Add](#)

Default	Document	Date Submitted	Action
Default	test resume	7/28/2009	View Download Update

the CampusCareerCoach.com
Practical answers to career questions for college students.
Powered by CSO

5. Click "save"

The documents you have uploaded will be reviewed by your Career Planning Advisor who will provide you with a customized and personalized feedback report/email.

Additional information about preparing cover letters and resumes can be found in the Resource Library of Strategy which you can link to from the menu on the left-side of your screen.

The screenshot displays the Valparaiso University Law Strategy website interface. At the top, there is a banner with the university logo and the word "strategy" in a stylized font, accompanied by a photograph of five diverse young adults. Below the banner is a navigation bar with links: "My Account", "Employer Directory", "Job Search", "Interview Schedules", and "Career Events". On the left side, a vertical menu includes "Log Out", "Home", "Calendar", "Resource Library" (highlighted with a red circle), "My Favorites", "My Partners", "I want to ...", "Report a Hire", "View My Activity", and "Saved Searches". Below the menu is a promotional box for "the CampusCareerCoach.com" featuring a man's portrait and the text "Practical answers to career questions for college students. Powered by CSO". The main content area, titled "Resource Library", lists various folders and documents, including "Career-related Articles/Blogs from TheCareerCampusCoach.com", "Applications", "Business Card Form", "Career Strategy Timeline", "Chicago Four or More List", "Cover Letter Preparation", "Employer Research Databases and Directories", "Externship Program", "General Documents", "Government Honors Handbook", "Madison and Milwaukee", "Podcasts", "Power Point Presentations", "Pro Bono", "Professional Development Day 2010", "Resume Preparation", "SPIS Application", and "State Judicial Clerkship Guide".

