

How to Upload Resume and use the Web-Based Job Search Database COOL

MyNEU COOL makes it easier than ever for you as an NU co-op student to connect with your assigned co-op faculty, upload your resume for use in the job referral process, and find the right co-op job.

- For questions/concerns regarding issues other than your logon, contact Diane Chandler at 617-373-4230.

Setting up your myNEU account:

- log on to www.neu.edu
- click on “myNEU Student Self-Service” link
- click on “How to get a myNEU username & password” link
- read terms of agreement and click on “Accept”
- complete myNEU account self registration and save

It will take approximately an hour for your account to be activated!

How to use myNEU COOL

Log in

- log on to www.neu.edu – click on MYNEU – click on the Co-op/Career Services tab
- Go to the top left section (TOOLS) and choose – MYNEU COOL

1) Review/update your Personal Information and select a Primary Major: THESE CHOICES DIRECTLY LIMIT OR EXPAND THE OPTIONS YOU SEE IN TERMS OF JOBS

- a) Click “my **Profile**” on the tabs – or in the box
- b) Review the **read-only** information, in blue, for accuracy (*Note: The **read-only** information comes directly from the Registrar’s office. If any of this information is incorrect, you should notify the Registrar’s office to have it changed.*)
- c) Provide as much information as possible (i.e., **Email, Mobile Phone**, etc.) so your co-op faculty can contact you
- d) You must select a Primary Major. Click on the **Academic Information** tab to select a major.
- e) You may also select **Other Majors** of interest - *this helps you see MORE jobs for your job search*

The majors you highlight here are what will limit or expand your search the most.

| | |
|-------------------------------------|---|
| So... if you are interested in | Look under.... |
| Working with kids | Education, Psychology (Psych) |
| Juvenile Justice | Criminal Justice (CJ) |
| International Relief, Immigration | International Affairs |
| Mental Health | Psych, Human Services |
| Law and Policy | Political Science, CJ |
| Other Direct Care | Psych, CJ, Speech, Pathology |
| Healthcare | Psych, Speech, Pathology, Biology, Health Science |

- f) Scroll to the bottom of the screen and click the **Save** button

2) Submit your Resume

Resumes will only be sent when the student has met with his/her co-op faculty, have met the deadlines and requirements, and their approved resume has been uploaded.

Uploading Your Resume:

- a) Click **Portfolio** on the top navigation bar.
YOU WILL BE UPLOADING YOUR RESUME TWICE.
- b) Click **Browse** and find the resume that you would like to upload. Once you have chosen the file, click the **Upload** button. (*Note: myNeu Cool converts your resume to a PDF file. It is*

compatible with several file types, but is most reliable with Microsoft Word. If you are experiencing any difficulties with the file conversion, please save your file as a .doc file.)

You must have a resume uploaded and be released by your co-op faculty member in order to proceed to step 4 and view jobs.

*If you upload a NEW resume, see where it says “Select your **Default resume**” click on the down arrow and choose your newly uploaded resume. After that, you can delete your old resumes.*

4) Conduct a Job Search:

Note: Your co-op faculty must Release (authorize) you to view the available co-op positions. Please remember that job referrals will only be executed when a co-op student has met with their assigned co-op faculty.

- a) Click **Job Search** on the top navigation bar
- b) Select from the various options on the **Search Jobs** screen and click the appropriate **Search** button (e.g., the **Quick Search** button). Jobs that match your job search criteria will appear in your Job Referrals list. **Ranking jobs:**
 - Next to each job, rank them at your level of interest – **Very Interested**, Moderately Interested, Not Interested (when you click to go to the next job – these settings will be saved.
 - By ranking each job, you can later search by how you have ranked them (i.e you will NOT have to re-read every job !!! This is a HUGE help and timesaver!)
- c) Once you have ranked your “**Very Interested**” jobs, read through those choices and decide which jobs you would like to ask your co-op faculty to submit your resume to. For those choices (**5-7 are allowed for the first referral period**) please check the **Request to Apply** checkbox. This will provide your assigned co-op faculty with information on your jobs of interest and will assist in the job referral process.
- d) Select which resume/portfolio you wish to have sent to each job by selecting the resume/portfolio from the “**Select a portfolio ...**” drop down for each job of interest in your Job Referrals list.
- e) Once you have selected your levels of interest and portfolios, click the “**Save and Return to Search**” button at the top to save your changes.

Please note that you would only be able to view jobs after you have been released by your co-op advisor and once your resume is uploaded!

Don't forget to email your job choices (company and job title to Lisa – every time you add jobs!)

Streamlining your Job Search:

- click on “job search” icon; this will bring you to the job search screen
- go to “Quick Search”
- Select “VERY INTERESTED” on the “jobs with this level of Interest” drop down menu
- Click on the quick search button at the bottom of this section.
- The jobs you have ranked as “Very Interested” in will appear (from all of the majors you searched).

Seeing if Resumes have been sent:

- click on the “Job Search” icon
- Do a search for the jobs you have asked to apply to
- Next to each job there should be an icon of a folder – there is a legend at the bottom of the page explaining what each one means (application pending, application sent, etc.)