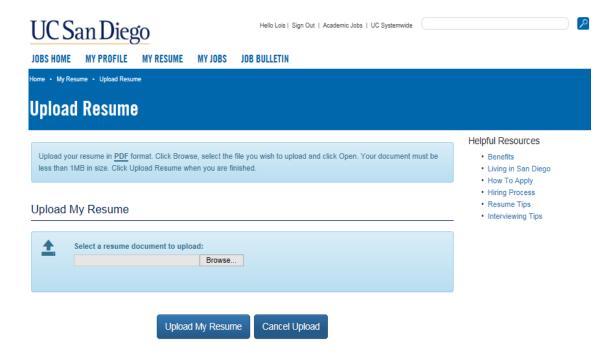# Step 2: Submit Your Application

My Resume(s)

Once you have completed your profile online, you will need to submit your resume to apply for a job. You may customize your resume to your particular job of interest. You may submit your resume through any of the following methods:

Upload a Resume

To upload your resume in Microsoft Word or PDF format, click Browse, then select the file you wish to upload and click "Open". Your document must be less than 2 MB in size. Click "Upload Resume" when you are finished.

Create a Resume with Resume Builder

By using the Resume Builder, you can easily build a resume online based on the work history you provided earlier in your profile. Please ensure that your Work History is complete and accurate before continuing to complete this form. Complete the "Summary of Experience", "Description of Duties" and "Additional Knowledge, Skills and Abilities" sections of the Resume Builder. Once complete, you can preview your formatted resume by clicking "View Resume". When you

are ready to submit your resume, click "Create Resume" and this will automatically save your created resume.

Create Resume

Welcome to Resume Builder! Please complete each box below to create a resume. Each box below was based off of the Work History you have provided when creating your profile. Click here to edit/update your work history if necessary. Once complete, click the Preview Resume button.

Helpful Resources
- Benefits
- Living in San Diego
- How To Apply
- Hiring Process
- Resume Tips
- Interviewing Tips

Summary of Experience:

Over 20 years of investigative reporting.
Excellent customer service.
Ability to interact with diverse audiences.

Journalist/Reporter, The Daily Planet   January, 2000 - Present

Description of Duties:

Served as Lead Reporter for most widely read newspaper in Metropolis.
Investigated leads to cutting stories of the day, current events, local happenings.

Additional Skills, Knowledge and Abilities:

Research leads.

Junior Reporter, The Smallville Sun   January, 1997 - January, 2000

Description of Duties:

Served as junior reporter.
Copywriting and editing.

Additional Skills, Knowledge and Abilities:

Limited photography.

<< Update Work History   Cancel Resume   Save & Preview Resume >>

My Cover Letter

You may include a cover letter to your particular job of interest. You may submit your cover letter through any of the following methods:
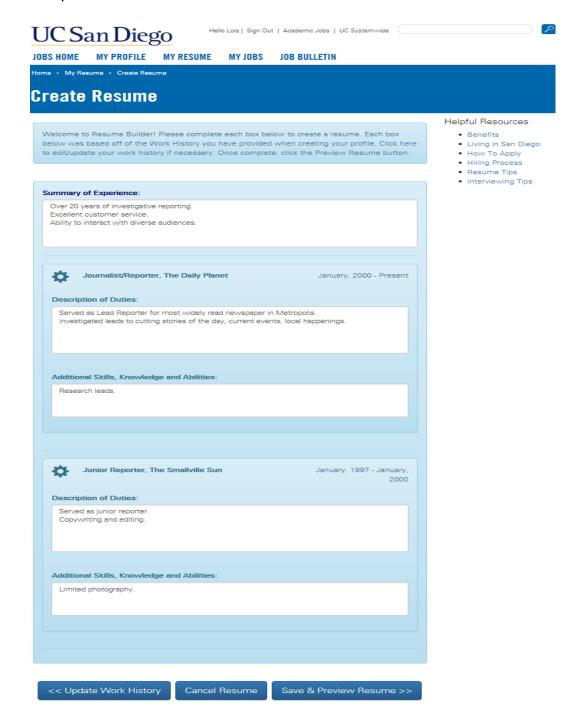
1. ### Upload a Cover Letter

   To upload your cover letter in Microsoft Word or PDF format, click Browse, then select the file you wish to upload and click "Open". Your document must be less than 2 MB in size. Click "Upload Cover Letter" when you are finished.

2. ### Create a Cover Letter with Cover Letter Builder

   By using the Cover Letter Builder, you can easily build a cover letter online. We provide you with a template to get started. Once complete, you can preview your formatted cover letter by clicking "View Cover Letter". When you are ready to submit your cover letter, click "Create Cover Letter" and this will automatically save your created cover letter.

Clicking the Apply Now Button

Once you have submitted your resume and cover letter for the position you intend to apply for, the final piece of the application process is the UC San Diego Agreement. Please read this agreement and check mark the box which states, "I have read and understand the conditions." This serves as your electronic signature. Once you have check marked this box, click the "Apply Now" button to officially submit your application.

Abstracting Supervisor
MSCDB01 Abstracting (100% Career)
Salary commensurate with qualifications and experience

Extended Review Date: Thu 7/2/2015

Cancel

Helpful Resources

- Benefits
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- How To Apply
- Hiring Process
- Resume Tips
- Interviewing Tips

Review Profile	Resume & Cover Letter	Questionnaire	UCSD Agreement

How did you first learn about this position?   Please Select ▾

Agreement

I certify that all information I have provided in applying for this position is accurate and complete. I understand that this data will be carefully checked and I understand that any falsification or failure to disclose fully any of the information requested may be cause for precluding me from further consideration for employment or, if employed, may be cause for termination. I understand that all offers of employment are conditional on the provision of satisfactory proof of applicant identity and legal authorization to work in the United States in accordance with the Immigration Reform and Control Act of 1986.

I acknowledge that any offer of employment is contingent upon a satisfactory reference check and/or background check. Additionally I hereby authorize the University of California, San Diego, acting by and through its designated representatives, to contact any previous employers, supervisors, co-workers and others who may serve as references for employment, to access any and all information regarding my present and previous employment. I understand and authorize the University of California, San Diego to utilize the internet as a means for obtaining information about my past history as it may relate to employment. I expressly authorize the University of California, San Diego to request information, either verbally or in writing, regarding my job duties, job performance, interpersonal skills, performance evaluations, salary history or related information, as appropriate to the position to which I've made application. I release the University of California, San Diego, its representatives, and/or employees, and all present and previous employers, supervisors, co-workers and others who may serve as references for employment from liability for any damages or liability that may result from furnishing such requested information to the University of California, San Diego. I understand that the University of California, San Diego may provide a copy of this release to present and previous employers and others contacted for references to indicate that the University of California, San Diego is obtaining this information with your approval. Your submission of this information will represent and is considered your electronic signature. At the time of hire you may be asked to sign a copy for your employee file.

PLEASE READ CAREFULLY: Once you submit your application and the attached documents, you will not be able to edit/update them for this position. If you are not ready to submit these documents at this time, click "Finish Later" and your information will be saved. You must apply before the filing deadline.

☑ **I HAVE READ AND UNDERSTAND THE CONDITIONS.**

<< Previous Page   Finish Later   Apply Now >>

You should receive a notice shortly after, confirming receipt of your application. **Congratulations, your application has been successfully submitted to UC San Diego!!**