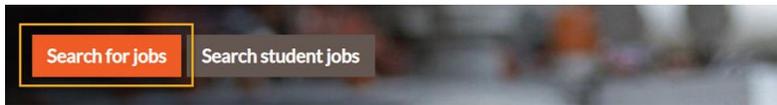


Creating a Candidate Profile | SMUD Careers Site

To apply for any open positions available on the SMUD Careers site, follow these instructions to set up your profile.

1. Go to smud.org/Careers and click on **Search for Jobs**.



2. To create an account, click on **Sign In**.



3. Select **Create and Account** to initiate the process of creating a candidate profile.

Career Opportunities: Sign In

Already have an account?

Enter your email address and password (both are case-sensitive).

*Indicates a required field.

Email Address:*

Password:* Show

Sign In [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

4. Under **Career Opportunities: Create and Account**, fill in all the required fields (*). Once completed, click **Create Account**.

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case sensitive

*Indicates a required field.

Email Address:*

Retype Email Address:*

Choose Password:* Show

Retype Password:* Show

First Name:*

Last Name:*

Notification: Receive new job posting notifications

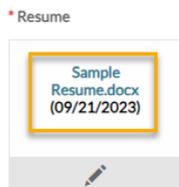
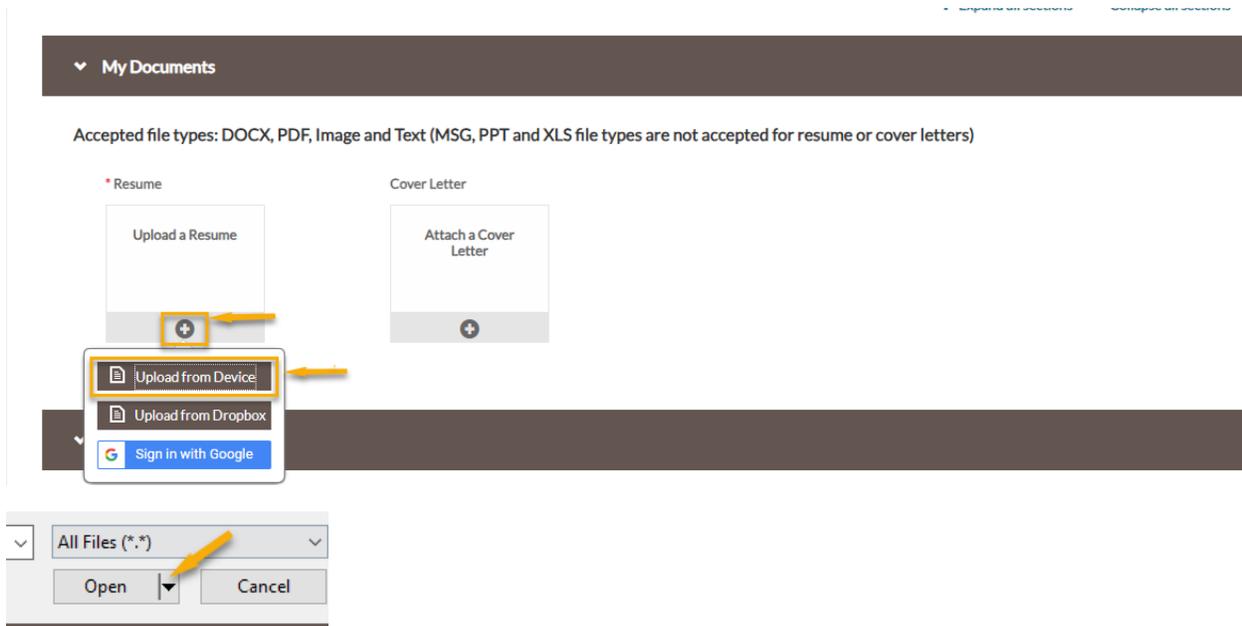
Hear more about career opportunities

[Create Account](#)

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or special character.
- Password must not contain space or unicode characters.

5. Update your **Candidate Profile** by uploading your resume and cover letter.

- a. To upload your resume, select the plus sign and a drop-down menu will populate. Select **Upload from Device**, select your document and click **Open**. Once your resume is uploaded and accepted the title of your resume will appear.



- b. To upload your cover letter, select the plus sign and a drop-down menu will populate. Select **Upload from Device**, select your document and click **Open**. Once your resume is uploaded and accepted the title of your cover letter will appear.



- c. Click **Save**

6. Complete the process by saving your profile.