

## Career Center Resume Submission

## Submitting your resume on the UA Career Center Website

- Access the following website: <u>www.career.ua.edu</u> and click on the link to CrimsonCareers
  - o Click the student and alumni login
  - o Login to the website
    - Click the Job Search tab
    - Look for the Job ID box
      - For full-time sales positions use Job ID number 7445
      - For intern positions please post resume on UA website in May 2006
    - Only one job profile should appear
      - Click onto the Territory Sales Manager job title
      - Click the Submit Resume button
      - Follow directions to submit your resume



## Philip Morris USA Resume Submission

## Submitting your resume to Philip Morris

- www.pmusa.com
- Click the "About Us" tab on the left side of home page
  - o Find the Career Tab and click "Search Our Jobs"
- The main "Search our Jobs" page will appear
  - o Click on the Search All Openings tab
    - Look for the Requisition Number box
      - For full-time sales positions use requisition number 3917BR, hit search
    - Territory Sales Manager-Southeastern Territories job profile should appear.
      - Check the profile box and hit Submit To Job
  - o This will bring you to a log in screen
    - At the bottom of the page there is an option for creating a profile. Click this option
    - Follow the steps to creating a profile and submitting your resume