



CAREER CENTER

JOBSEEKER MANUAL



TABLE OF CONTENTS

Creating Your Job Seeker Account	3
Job Alerts	4
Searching and Viewing Jobs	5
Resume and Career Profile	6
Career Planning Portal	9
New AI Summary & Insights	10
Job Seeker Premium Services	11
Contact Us	12



Creating Your Job Seeker Account

<https://careers.acsi.org/account/>

Your account allows you to set up job alerts, apply for top jobs in the industry, publish your resume, and access other functions that require your login.

1. On the careers.acsi.org homepage under the job seeker section, click on the **My Account** link.
2. Login and enter your details under **Create a new account** section.
3. Enter all required information.
Tip 1 - All required fields are marked with an asterisk(*).
Tip 2 - Keep the email and password you use to create your account in a safe place. You will need these to log in later.
4. You'll then arrive at your primary account homepage, which is displayed each time you log in.

Accessing Your Account

Maximize your account: track applications, check messages, and get a FREE resume review!



My account page has several options



Settings

allows you to update personal information that was entered when the account was created.



My Messages

holds a welcome message that introduces you to your account and the functionality of the board. It also contains notifications and contact requests from employers.



My Job Applications

organizes the job applications you've sent to employers and recruiters.



My Saved Jobs

contains jobs you've saved to review later or apply to at another time.

Job Alerts

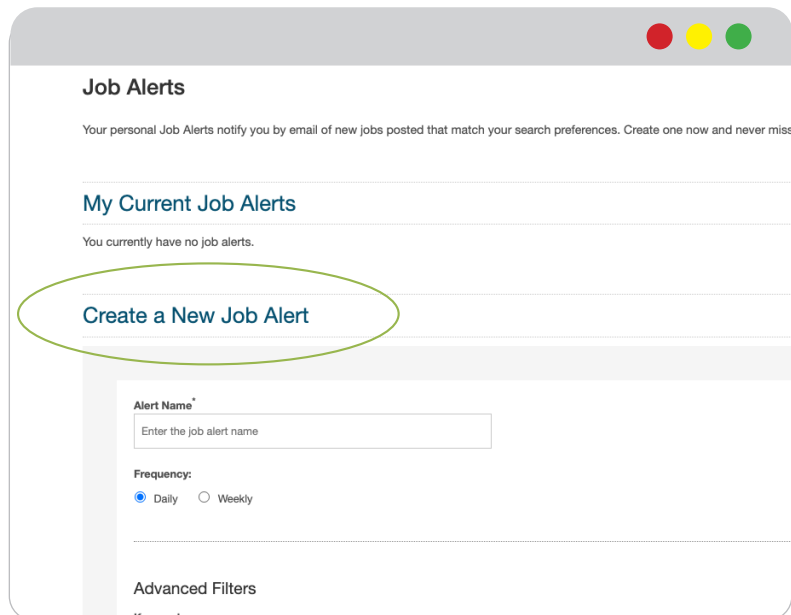
<https://careers.acsi.org/job/alerts/>

Sign up for our Job Alerts and have any jobs matching your criteria sent straight to your inbox. There are 2 ways to sign up for a job alert:

1. From your account.

To create a job alert, set the desired criteria by using the fields under **“Create a New Job Alert.”**

(Note: You'll only get a job alert when jobs with those exact job functions, industries, and locations are selected.)



The screenshot shows a web browser window with the title "Job Alerts". Below the title is a subtitle: "Your personal Job Alerts notify you by email of new jobs posted that match your search preferences. Create one now and never miss". Underneath is a section titled "My Current Job Alerts" with the text "You currently have no job alerts." Below this is a button labeled "Create a New Job Alert" which is circled in green. Below the button is a form with the following fields: "Alert Name*" with a placeholder "Enter the job alert name", "Frequency:" with radio buttons for "Daily" (selected) and "Weekly", and "Advanced Filters" with a "Keywords:" label.

2. From “Search Jobs” page.



Search for jobs on careers.acsi.org and apply filters to view only jobs relevant to you.



When the jobs populate, enter your email address on the pop-up window.



Once completed, you will receive an email asking you to activate the job alert.



Click the link to receive emails containing only jobs that match your criteria.

Searching and Viewing Jobs

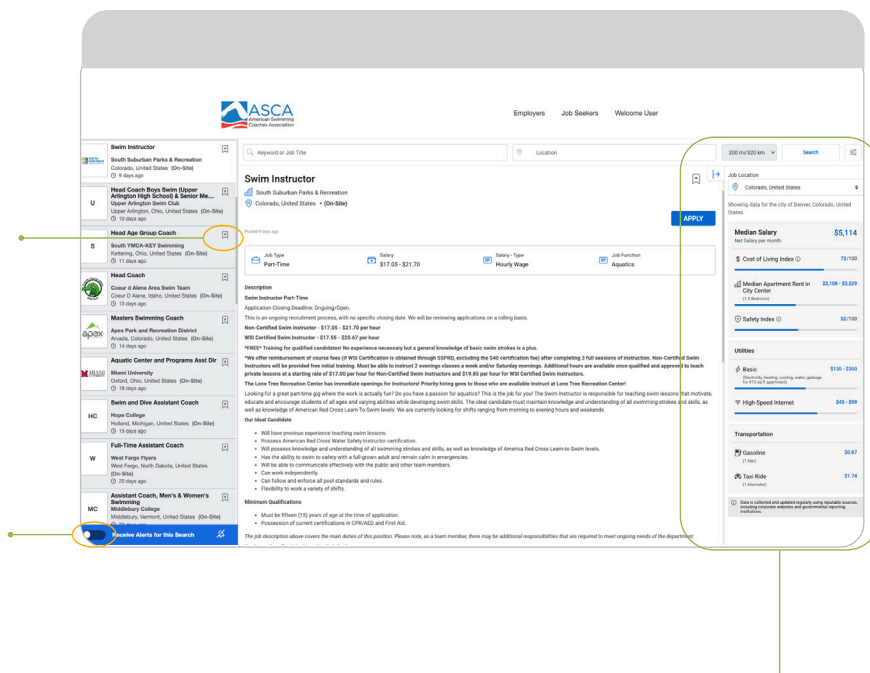
<https://careers.acsi.org/jobs>

Search Jobs

From here, you can **“Bookmark Jobs”** and **“Receive Alerts for this Search”**.

To bookmark jobs, click the **“star”** icon next to the preferred job and a pop-up window will appear to notify you that your job has been saved to your account.

To receive alerts for your search, toggle the alert option, click **‘Create Alert’** in the pop-up window, and enter your email address.

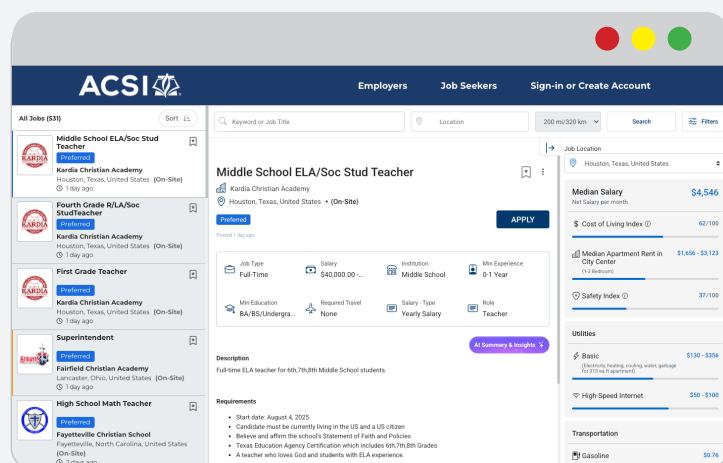


WHAT'S NEW

Streamlined Job Search with Tailored Location Insights:

Community Intel provides you with essential location information directly within job ads, empowering you to make informed decisions without leaving the career center. With global data on salary, safety, cost of living, and more, this tool makes the job hunt even easier and boosts your confidence in making that important decision to apply for your dream job.

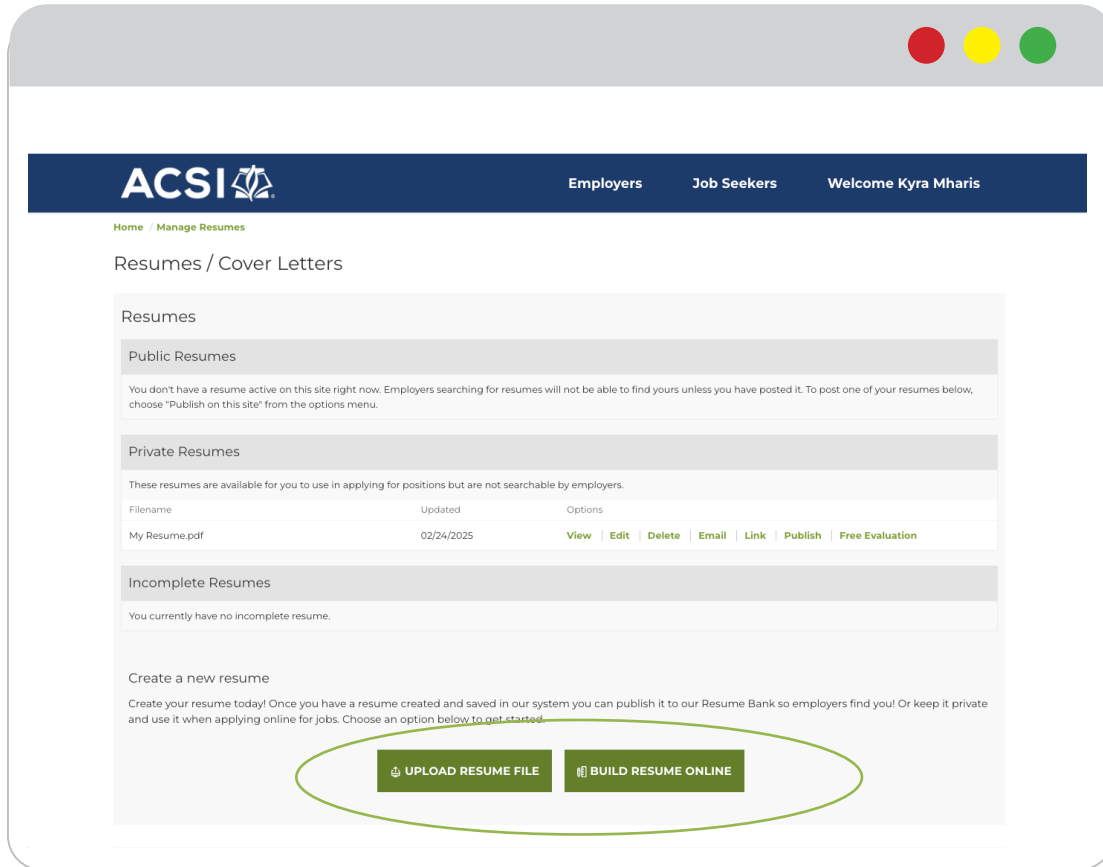
View Jobs



Spend less time searching and more time applying to relevant positions with the immersive **“Job Search”** page. The layout allows you to view job search results and job details on one screen, making searches faster.

Resume and Career Profile

<https://careers.acsi.org/resumes/>



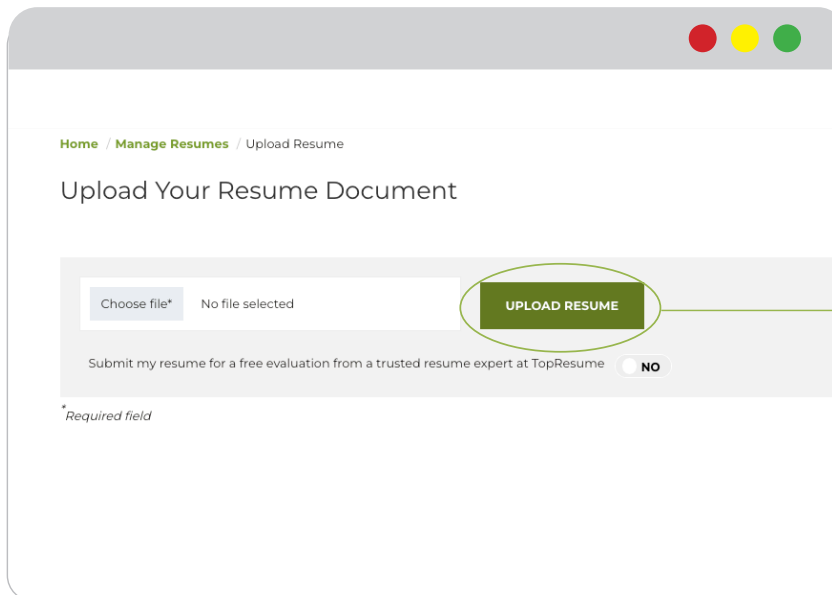
You have two options on how to build your profile on the career center.

- 1. Upload an existing document (DOC, PDF)**
- 2. Build online resume**

You can store multiple resumes on your account, but you'll need to select one to be published to the resume bank for employers to view. By default, your resume stays anonymous until an employer submits a contact request, which will then allow them to reach out to you directly.

YM Careers uses a third-party parsing software to pinpoint specific contact information in a document and hide it from an employer's view. While the parsing is accurate, we provide users with steps to double-check their work before saving the final version of the resume.

Upload an existing document



Home / Manage Resumes / Upload Resume

Upload Your Resume Document

Choose file* No file selected

UPLOAD RESUME

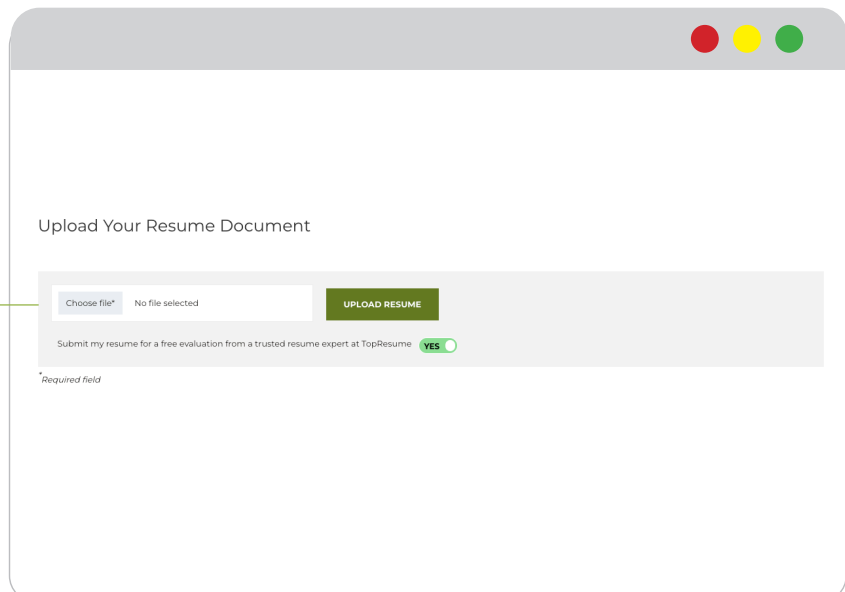
Submit my resume for a free evaluation from a trusted resume expert at TopResume ☐ NO

* Required field

We accept resumes in both DOC and PDF format.

To upload, browse for the file to upload, then click on the **“Upload Resume”** button.

You also have an option to submit your resume for FREE evaluation from a trusted resume expert at TopResume.



Upload Your Resume Document

Choose file* No file selected

UPLOAD RESUME

Submit my resume for a free evaluation from a trusted resume expert at TopResume ☒ YES

* Required field

Build an online resume

The screenshot shows the 'Create a New Resume' page on the ACSI website. The page has a dark blue header with the ACSI logo and navigation links for 'Employers', 'Job Seekers', and 'Welcome'. Below the header, there's a breadcrumb trail: 'Home / Manage Resumes / Create'. The main heading is 'Create a New Resume'. A subheading reads: 'Complete your resume by filling in each section. Employers will find your resume using the information you enter below. The more information you fill in, the more searchable your resume becomes.' A note states: 'Job seekers wishing to post a resume to the ACSI Career Center's resume bank must first agree to the ACSI Statement of Faith.' The form is divided into two sections: 'Resume Settings' and 'Contact Information'. The 'Resume Settings' section has a note: 'This is for your own reference. It will not be visible to employers.' and a required field 'Resume Name *'. The 'Contact Information' section has a note: 'This contact information will only be shown when you release it to an employer.' and several required fields: 'First Name *', 'Last Name *', 'Suffix', 'E-mail Address *', 'Phone', 'Fax', 'Web site', and 'LinkedIn'.

A few things to keep in mind or note about this setup:

- All fields with the * (asterisk) are required. A user cannot move forward without filling them.
- Any information not filled in, but is required, is flagged if the user tries to upload information. The user must go back, then fill in the missing information field indicated with the red flag.
- The summary highlights your profile and is the section employers see when browsing the resume bank. This section is limited to 200 characters.

Once you have reviewed the information and are ready to proceed, click the “Save and Continue” button at the bottom of the screen. This is also where you can choose to immediately publish your resume in the resume bank.

Resume options

View – This allows you to view the resume. Contact information is included. As the job seeker, you see your information.

Edit – Go back at any time and edit or update any of the information you previously added to the site.

Delete – Remove the resume completely from your account.

E-mail – This allows you to directly e-mail a resume to an address that's typed into the field.

Publish – This allows you to make your resume searchable by employers. When you click “Publish” & If you confirm, your resume will be publicly available for recruiters to find.

Free Evaluation – This option provides a professional review of your resume. Clicking on it will submit your resume for feedback, and you will receive suggestions on how to improve it.

The screenshot shows the 'Resumes / Cover Letters' page on the ACSI website. The page has a dark blue header with the ACSI logo and navigation links for 'Employers', 'Job Seekers', and 'Welcome'. Below the header, there's a breadcrumb trail: 'Home / Manage Resumes / Create'. A yellow banner at the top says 'Your resume was saved.' Below this, the heading is 'Resumes / Cover Letters'. Underneath, there's a section for 'Resumes'. It is divided into 'Public Resumes' and 'Private Resumes'. The 'Public Resumes' section has a note: 'You don't have a resume active on this site right now. Employers searching for resumes will not be able to find yours unless you have posted it. To post one of your resumes below, choose "Publish on this site" from the options menu.' The 'Private Resumes' section has a note: 'These resumes are available for you to use in applying for positions but are not searchable by employers.' Below this, there's a table with columns for 'Filename', 'Updated', and 'Options'. The table has one row: 'My Resume.pdf', '05/27/2025', and a row of links: 'View', 'Edit', 'Delete', 'Email', 'Link', 'Publish', 'Free Evaluation'. At the bottom, there's a link for 'Incomplete Resumes'.

Career Planning Portal

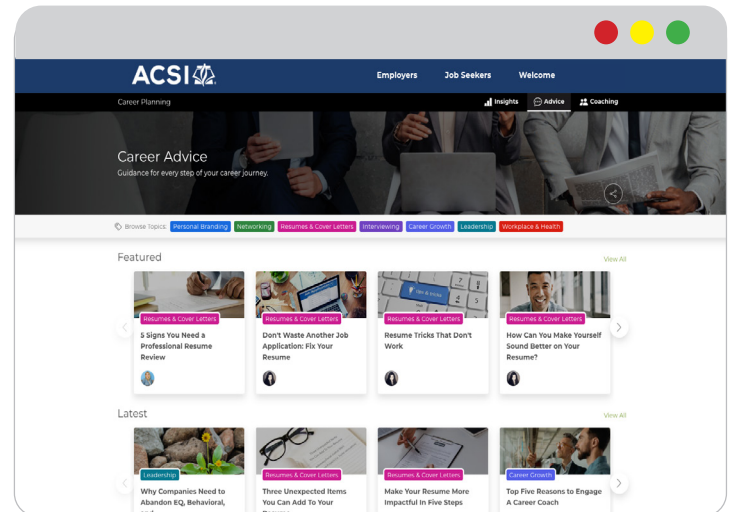
The ACSI Career Center is a true career planning destination where you can get:

Career Advice

<https://careers.acsi.org/career-advice/>

Browse through career articles and advice on topics like:

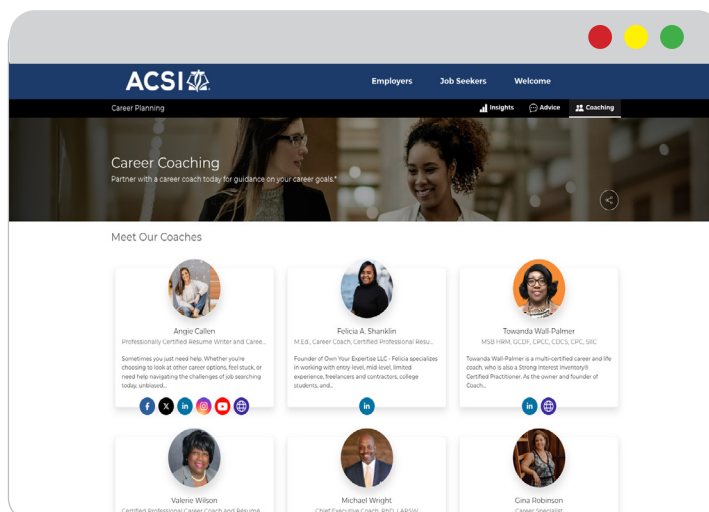
- **Building professional brands**
- **Resumes and cover letters**
- **Professional networking**
- **Interview preparation**
- **Job offer negotiation**
- **Work-life balance**
- **Leadership and more**



Career Coaching

<https://careers.acsi.org/career-coaching/>

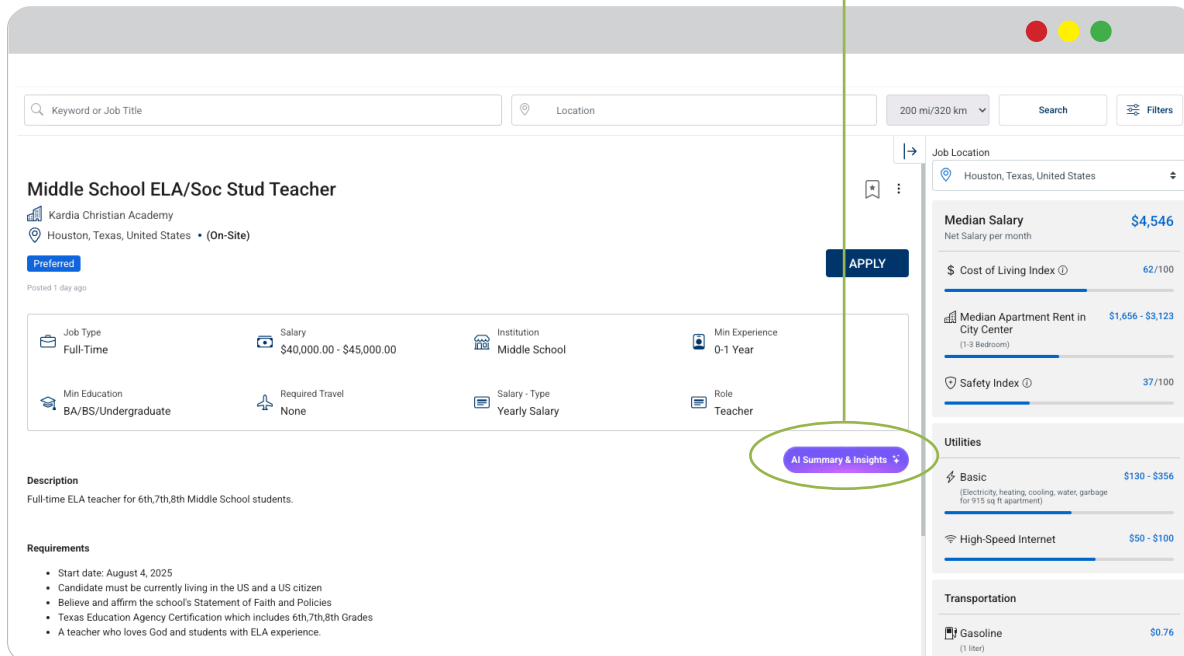
Partner with a career coach today for guidance on your career goals.



Browse through dozens of diverse coaches to find the right ones to help add direction to your career goals, prepare resumes, or prepare for interviews.

AI Summary & Insights

Discover opportunities faster with our new **AI Summary & Insights** feature.



Now live on the **Job Search** and **Career Advice** pages, this tool helps members instantly uncover the most relevant roles and advice **without reading every word**.

With just one click, members can:

- Get **personalized summaries** of job postings plus key career insights to strengthen their applications.
- Quickly scan **highlighted takeaways** from career advice articles, making it easy to focus on what matters most.

Look for the '**AI Summary & Insights**' button on any job post or article and see it in action today.

Job Seeker Premium

<https://careers.acsi.org/pricing/>

Stand out from the competition. Job Seeker Premium Services on the ACSI Career Center offers you professional writing assistance and interview preparation to capture the attention of potential employers and land your dream role.

ACSI

EmployersJob SeekersWelcome

Job Seeker Premium Services

Level up your career game with confidence

Our top-notch resume, cover letter, and LinkedIn services will make you stand out from the crowd, impress employers, and score those dream job offers. Gain perspective and confidence from the experts, and increase your job search success with a quick turnaround.

Free Resume Get a free, confidential review from a resume expert. \$0 GET STARTED <ul style="list-style-type: none">✓ Reviewed style & organization to make sure your resume is neat and clearly organized.✓ Writing & mechanics checked to ensure the writing is easy to understand and free of mistakes.✓ Analyzed to help make sure Applicant Tracking Systems can read your resume and mark you as a best fit for target jobs.	Professional Growth An expertly written and keyword-optimized resume that sets you apart. \$149 BUY NOW <ul style="list-style-type: none">✓ Professionally written by experts that know your industry.✓ Formatted to get an Employer's attention.✓ Keyword optimized to pass through Applicant Tracking Systems.	Career Evolution Everything you need to apply to jobs, including a resume and cover letter. \$219 BUY NOW <ul style="list-style-type: none">✓ Professionally written by experts that know your industry.✓ Formatted to get an Employer's attention.✓ Keyword optimized to pass through Applicant Tracking Systems.✓ Cover letter: Employers are 40% more likely to read a resume with a cover letter.	Career Confidence Resume, cover letter, and LinkedIn profile, created by an executive writer. \$349 BUY NOW <ul style="list-style-type: none">✓ Professionally written by an Executive writer: Top 10% of our network.✓ Formatted to get an Employer's attention.✓ Keyword optimized to pass through Applicant Tracking Systems.✓ Cover letter: Employers are 40% more likely to read a resume with a cover letter.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Personalized CVs for Success.

Get noticed by employers with a tailored CV that showcases your strengths.



Cover Letters to Make an Impact.

Secure more interviews with professionally formatted cover letters.



Interview Prep.

Increase interview readiness with guidance from an expert.



LinkedIn Profiles that Stand Out.

Optimize your profile for job-search success.

Contact Us

Association of Christian Schools International:

ACSI Care Team

(800) 367-0798

careteam@acsi.org

Association: www.acsi.org

Career Center: careers.acsi.org

Customer and Technical Support:

Momentive Software Customer Service

(860) 437-5700

clientserv@momentivesoftware.com

