

On-Campus Employment Student Guide

to navigating BeeCareers

- 01** Go to <https://sau-csm.symplicity.com/students>
- 02** Username: you SAU email
Password: network student ID (i.e. ab0123456)
- 03** Click on the "Resources" tab, then on "Resource Library".
- 04** In the Resource Library, you will find resume and cover letter templates. Click and download them to your computer.
- 05** Update the highlighted information in each documents. Then remove the highlighting and comments on the right side of the page.
- 06** Save each updated document to your computer as a PDF.
- 07** Go to "Documents" on the left side menu. Click on "My Documents".
- 08** Click "Add New" and add your resume & cover letter to the folder.
- 09** Click on the "Jobs, Internships, and Interviews" tab. Select "Work Study Positions" or "Temporary Campus Jobs".
- 10** Click on the job(s) you are interested in, read the job description and select "Apply" in the top right corner. Follow the application instructions.



Questions?

Contract the Career Center at 563-333-6339 OR studentemployment@sau.edu