



Resume Upload Instructions

Step 1: How to Upload Your Resume for Review

1. Login to TigerLink at <http://memphis-csm.symplicity.com> with your UUID and password
2. If you have never logged in, you must answer a few profile questions and acknowledge the Policy Affirmation.
3. From the Home page, select 'Documents' on the left navigation menu.
4. Click on the "Opt-in Books" tab.
5. You are assigned to Tiger Talent Community based on your major. Access the non-Lambuth Campus Resume Book that appears in the list. For example, "Social Sciences" or "Healthcare and Wellness".
***College of Business students with a resume approved by the Avron B. Fogelman Professional Development Center, go to Step 2.**
6. Click on "Add Resume" to add your resume.
7. Click on "Choose File" to select your document to upload.
8. Label your document (Last Name, First Name) and click on "Upload" when complete.
9. Once your resume has been reviewed, you will receive an email with the resume feedback attached.
10. Make requested changes and resubmit your revised resume following the same process above.
11. Once your resume has been approved, the status will show 'Approved'.
12. Click 'View PDF' and save your approved resume to a preferred location (local or cloud drive).

Step 2: How to Add APPROVED Resume to TigerLink Profile

1. Login to TigerLink at <http://memphis-csm.symplicity.com> with your UUID and password.
2. From the Home page, select 'Documents' on the left navigation menu.
3. Select 'Approved'.
4. Click 'Add New'.
5. Label your resume (Last Name, First Name) and select 'Resume' as Document Type.
6. Select 'Choose File' and upload the approved PDF version of your resume.
7. Click 'Submit'.