UPLOAD YOUR RESUME

Resumes are to be uploaded as part of the Online Application process. Before uploading a resume, first complete the online application. To fill out an online application:

- 1. Login to your account by visiting <u>Www.WhiteMemorialCamp.Com</u> Click "Login/Register" and enter your username and password information.
- 2. Go to "Additional Options" and choose scroll down to choose "Document Center"
- 3. In Document Center, along the LEFT column you'll scroll down to "Applications and Onboarding" and choose "Application"

Then, follow up by uploading your resume.

- 1. Login to your account by visiting <u>Www.WhiteMemorialCamp.Com</u>
- 2. Click "Login/Register" and enter your username and password information.
- 3. Go to "Additional Options" and choose scroll down to choose "Document Center"
- 4. In Document Center, along the right column, there are downloadable and printable forms.
- 5. Next to the "Upload a Resume" link, you'll see 2 options "Download" and "Upload." Click Upload and choose your resume file.

Your resume must be saved as a PDF file.

6. The document will process and be available for our staff to review along with your online application.

For Application or Account assistance, you may email: <u>Office@WhiteMemorialCamp.Com</u> or call our office at 620-767-5165