CareerConnection is our online system to connect Luther students and graduates with employers for full-time employment, internships, volunteer positions, and on-campus interviews. Students can stay up-to-date as to the latest career related activities and opportunities on the Luther campus and beyond!

1. Visit www.luther.edu/careers/.
2. Click on the CareerConnection logo.
3. Click on the “Student/Alumni” box.
4. Enter USERNAME as your full Luther email address (xxx@luther.edu)
   - If first time logging in, click on “Forgot Password.”
     a. On following screen enter your full email address as instructed and the system will send a new password to your email.
     b. Follow steps 1, 2, 3, again; enter password sent to your email.
   - If not your first time in CareerConnection: Steps 1, 2, 3 and enter your current password.
     a. Complete your Personal and Academic Profiles (this will provide you full benefits/use of the system).
     b. Now you’re ready to upload resumes, cover letters, writing samples, unofficial transcripts, register of on-campus recruiting and more.

Career Center staff are available to review your documents before you upload them.

24-hour access to:
- search and apply for full-time jobs, internships, and volunteer positions
- apply and sign up for on-campus interviews
- review upcoming career events including career fairs, information tables, and networking opportunities

**Jobs and Internships**
Search and apply for jobs, internships, and volunteer positions posted to Luther College as well as the NACElink National Job Board.

**Profile**
Complete and edit your personal and academic information (only viewable by Career Center staff, not employers). Your profiles must be complete for your account to be fully active. You can also change your password in this tab.

**Documents**
Upload, edit, and manage up to 10 resumes, cover letters, writing samples, and other documents. You can also review samples and our how-to guides in the Document Library.

**Employers**
Search employers and review information about their organization.

**Events**
Search and identify all career events on campus and beyond. These include career fairs, employer presentations, information tables in the union, and open houses.

**Calendar**
Monitor your job search activity and important dates and events.

**Facebook**
Integrate your CareerConnection account with your Facebook account.

**Shortcuts**
Quick links to some of the most commonly used aspects of CareerConnection.

**On-Campus Interviews**
Review, submit your resume, and sign up for interviews.

**News Feed**
Jobs that match your interests.