Part III
How to upload your resume, cover letter, transcript and other documents for your job applications
**Step 1:** Click on the DOCUMENTS tab at the top. This is where you will add documents that need to be submitted to job applications in TecherLink. Click the ADD NEW button to begin the process.

*Please disregard the Resume Builder and Portfolio buttons you see above. They are not functioning aspects of the TECHERlink system.*
Step 2: Choose which type of document you are going to upload and label it accordingly. Each document can be a maximum of 200KB and there may be up to 10 documents stored in your profile at any time.

Special note: When an uploaded document is used to apply to a position on TecherLink, it will always stay attached to that position. In turn, you are able to remove a document from your profile in order to make room for more without fear that it will effect historical job applications made through the system. This rule DOES NOT apply to transcripts; only one transcript may be uploaded at any time and any change made to a transcript document (deletion or replacement) will result in that document being replaced in a historical job application.

You are now ready to begin applying to jobs on TecherLink!