Welcome to Boston University School of Public Health’s (BUSPH) job board and recruitment system: SPH CareerLink. You need to have an uploaded resume on SPH CareerLink to apply for jobs, and some jobs might require you to submit a cover letter, transcript, or other documents. This step-by-step instruction manual will guide you through the process of uploading documents to your account.

STEP 1: VISIT HTTPS://SPH-BU-CSM.SYMPLICITY.COM/STUDENTS
You may bookmark this page in your web browser.

STEP 2: LOG IN
Log in to your account.
- If you forgot your password, please use the “Forgot Password” option to have the password emailed to you.
- Your username should be your email. If it is not working please contact the SPH Career Services Office.
- If you do not have an account (this might be the case if you are an alumni; unlikely if you are a student), please register for an account.

STEP 3: DOCUMENTS
From the home page, select the “Documents” tab in the menu/navigation bar.
STEP 4: ADD NEW
Select “Add New” at the bottom of the page.

STEP 5: DOCUMENT DETAILS
In the next page:
A) Name your document (use the format: Last name, First name - Doc. Type). If you are uploading the document for a particular application you might also want to include the name of the company as part of the name of the document to make sure you choose the correct document when you are completing your application.
B) Select document type: Check whether the document is a resume, cover letter or other.
C) “Choose File” and select your document from your files.
Once you select the file you will see the **file name** appear next to “Choose File.”

D) Click “Submit”

E) You document will then be converted to PDF. You might see a message like this:

**STEP 6: REVIEW DOCUMENTS**

Once the document has successfully converted you will **see it** listed in your “Documents” tab:

Once you have uploaded your resume and any other application documents requested by the employer you are ready to apply for the job!