

## **MU JOB LINK FAQ – FOR CURRENT STUDENTS/ALUMNI**

1. How do I search the job listings page?
  - Click on the “Jobs” tab on the left hand side
  - Click “Jobs” on the drop down menu
  - In the search bar type in the name of the organization or a specific position you are searching for
  
2. What is the difference between MU Job Link and Nacelink?
  - The positions available on the MU Job Link were specifically posted by employers targeting Madonna University alumni and current students. Typically, these jobs will be in the local area. Nacelink is another job board that employers advertise open positions. Nacelink is a very good option if you are looking for a position regardless of the geographical location.
  
3. How do I access Nacelink?
  - Click on the “Jobs” tab on the left hand menu
  - Click “Nacelink” on the drop down menu
  - This will lead you to the Nacelink search engine
  
4. How do I add documents, like resumes, to my MU Job Link profile?
  - Open your MU Job Link account to the home page
  - Click the “My Documents” tab
  - Select “Approved” from the drop down menu
  - Click “Add New” on the screen
  - Upload your resume for your computer (Please note that your resume needs to be approved by our office before it can be used to apply for positions. We ask for three business days to complete this request)
  
5. Do I need to include a cover letter portfolio?
  - Although it is not required, it is a good idea. You can upload one following the steps addressed the in the previous question. Please visit the career development tab on your My Portal page for assistance creating a cover letter.