



# UPLOADING YOUR RESUME

**for non GT students**

Detailed explanation on how to upload your resume on our digital platform ExpoPolis.

# LOGIN

## CREATE AN ACCOUNT

**Step 1:** Go to <https://ondernemersdagroept.be/en>

**Step 2:** Click on the green button "Create my visitor account" in the middle left

**Step 3:** Create your account with your contact information.

# UPLOAD YOUR RESUME

## YOU HAVE YOUR OWN RESUME

**Step 1:** Log in by completing the steps of "Login".

**Step 2:** Click on "MY ACCOUNT" at the top right corner.

**Step 3:** Click on "MY JOB MODULE" and then on 'My Job Search'.

**Step 4:** Check "Make my resume visible for all recruiters" and click Save.  
**this is an important step!**

**Step 5:** Fill in the necessary information in the "Training" section and click on "Save"

**Step 6:** Upload your resume in the section "Digital CV"

**Step 7:** Select the appropriate options in the sections "Sectors", "Sought job Level", "Sought contract types" and "Availability". After selecting the correct options, always click Save.

**Step 8:** Done!

# YOU WANT TO CREATE YOUR RESUME ONLINE

**Step 1:** Log in by completing the steps of “Login”.

**Step 2:** Click on “MY ACCOUNT” at the top right corner.

**Step 3:** Click on “MY JOB MODULE” and then on “CV creator”

**Step 4:** Fill in the necessary information and complete all steps of the CV creator.

**Step 5:** Download the resume as a PDF or click save. This way your resume is saved on ExpoPolis. Be careful! Now your resume is only saved on ExpoPolis but not yet added to your profile. Recruiters can't view it yet!

**Step 6:** Add your resume to your profile:

**Step 6.1:** Click on “MY ACCOUNT” at the top right corner.

**Step 6.2:** Click on “MY JOB MODULE” and then on “My Job Search”.

**Step 6.3:** : Check “Make my resume visible to all recruiters” and click Save.  
**this is an important step!**

**Step 6.4:** Fill in the necessary information in the “Training” section and click on “Save”.

**Step 6.5:** In the section “Digital CV” click on CV Creator and then tick the checkbox “I created my CV with the CV Creator and want to attach it to my profile” and click on Save.

**Step 6.6:** Select the appropriate options in the sections “Sectors”, “Sought job level”, “Sought contract types” and “Availability”. After selecting the correct options, always click Save.

**Step 7:** Done!