

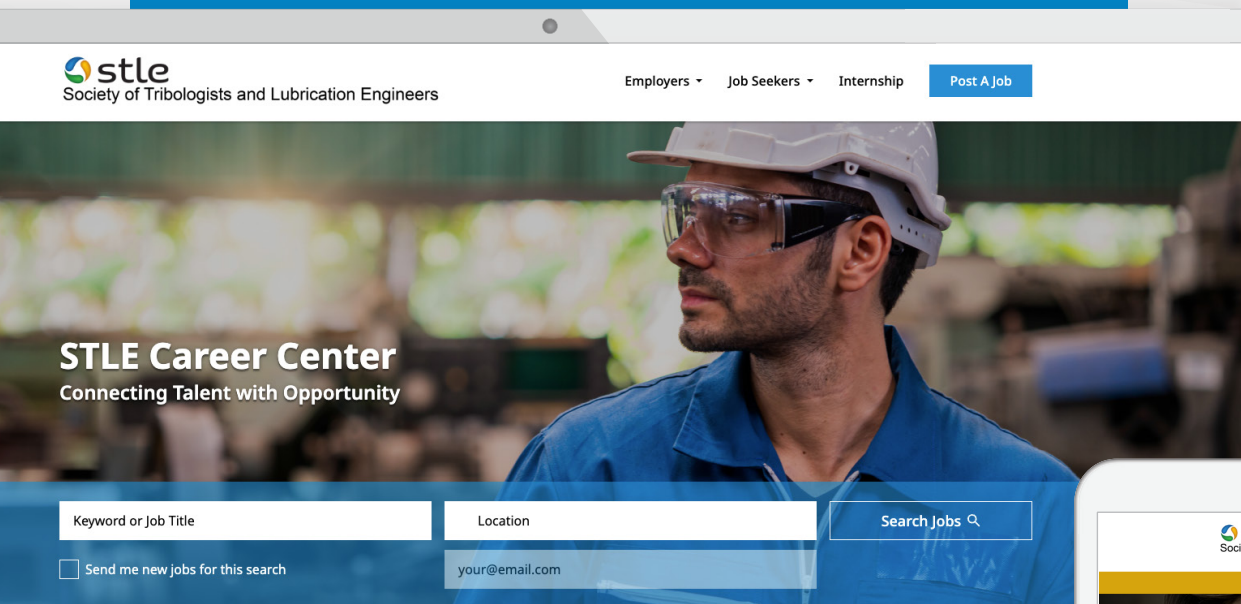


# CAREER CENTER

## JOBSEEKER MANUAL

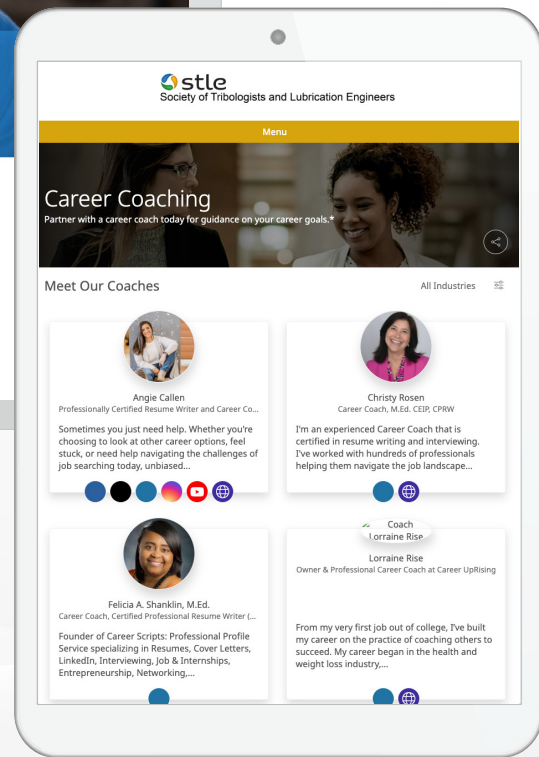
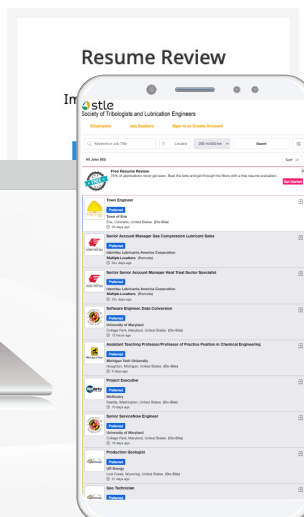
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## Featured Jobs

No jobs available.



# Creating Your Job Seeker Account

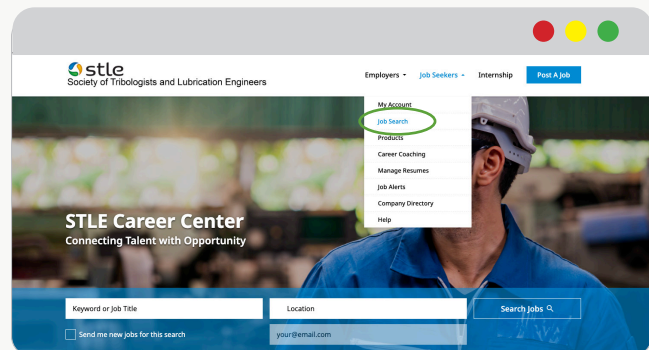
[stle-jobs.careerwebsite.com](http://stle-jobs.careerwebsite.com)

Your account allows you to set up job alerts, apply for top jobs in the industry, publish your resume, and access other functions that requires your login.

1. On [stle-jobs.careerwebsite.com](http://stle-jobs.careerwebsite.com) homepage under the job seeker section, click on the **My Account** link.
2. Login and enter your details under **"Create a new account"** section.
3. Enter all required information.  
**Tip 1** - All required fields are marked with an asterisk.  
**Tip 2** - Keep the email and password you use to create your account in a safe place. You need these to log in later.
4. Then, you arrive at your primary account homepage, which is the page that appears each time you log in to the site.

## Accessing Your Account

Maximize your account: track applications, check messages, and get a FREE resume review!



## My account page has several options



### Settings

allows you to update personal information that was entered when the account was created.



### My Messages

holds a welcome message that introduces you to your account and the functionality of the board. It also contains notifications and contact requests from employers.



### My Job Applications

organizes the job applications you've sent to employers and recruiters.

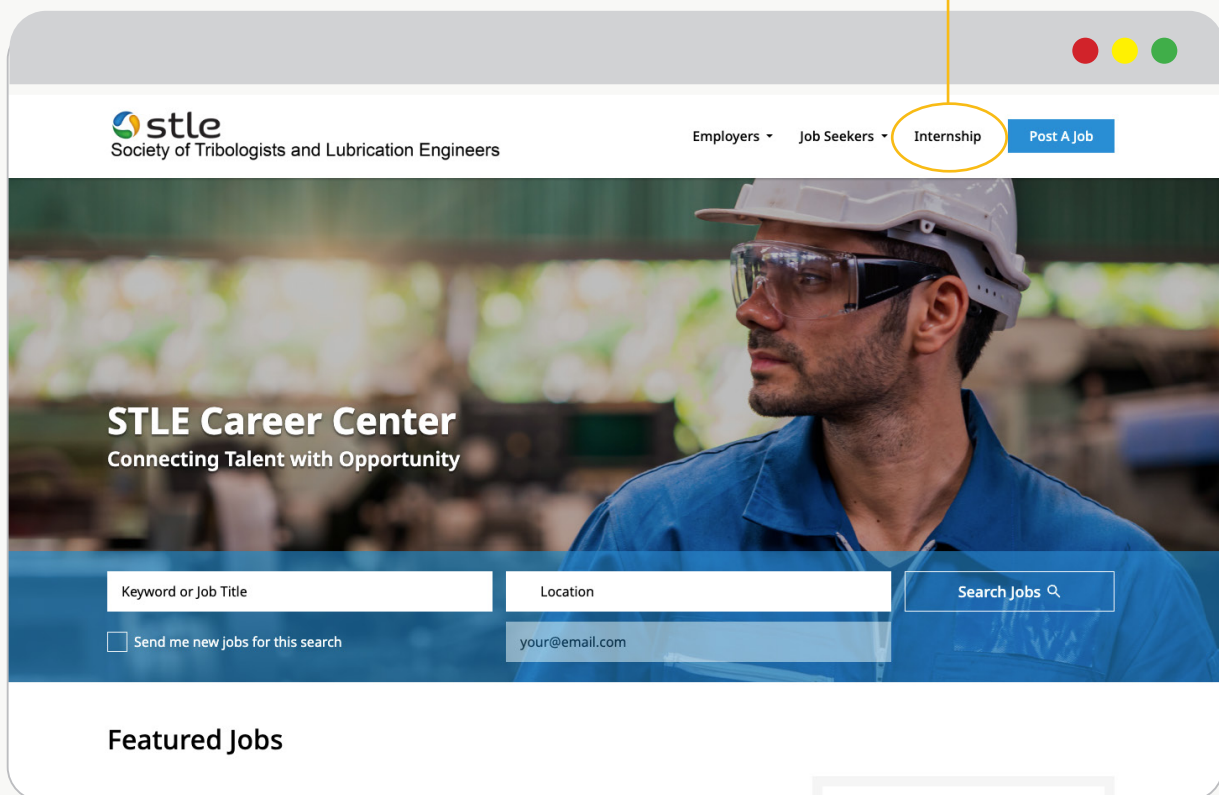


### My Saved Jobs

contains jobs you've saved to review later or apply to at another time.

# Internship Opportunity on the STLE Career Center!

We are excited to share an internship opportunity available through the STLE Career Center. This opportunity is open to students and early-career professionals who are eager to gain industry experience and explore career pathways within the lubricants, tribology, and related engineering fields.



# Job Alerts

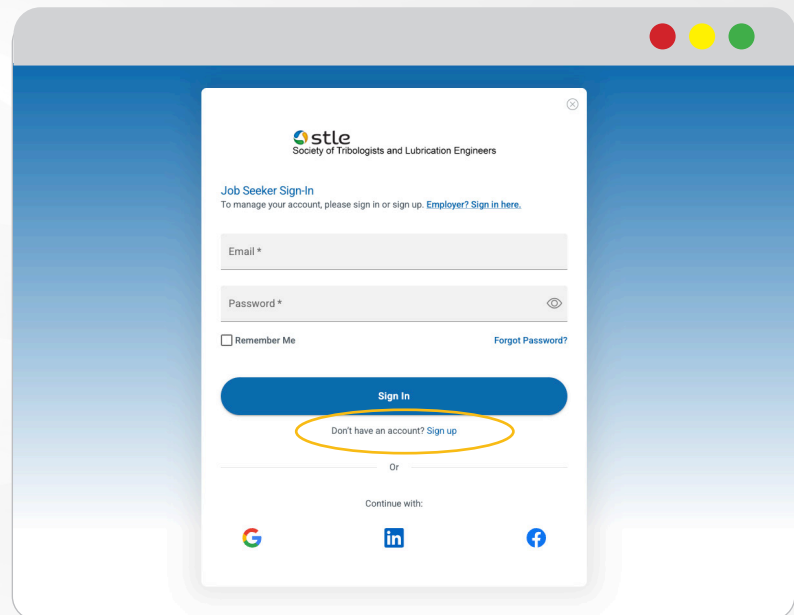
<https://stle-jobs.careerwebsite.com/job/alerts/>

Sign up for our Job Alerts and have any jobs matching your criteria sent straight to your inbox. There are 2 ways to sign up for a job alert:

## 1. From your **account**.

To create a job alert, set the desired criteria by using the fields under “**Create a New Account.**”

*(Note: You'll only get a job alert when jobs with those exact job functions, industries and locations are selected.)*



## 2. From “**Search Jobs**” page.



Search for jobs on [stle-jobs.careerwebsite.com](https://stle-jobs.careerwebsite.com) and apply filters to just view jobs relevant to you.



When the jobs populate, enter your email address on the pop-up window.



Once completed, you will receive an email asking you to activate the job alert.



Click the link to receive emails containing only jobs that match your criteria.

# Searching and Viewing Jobs

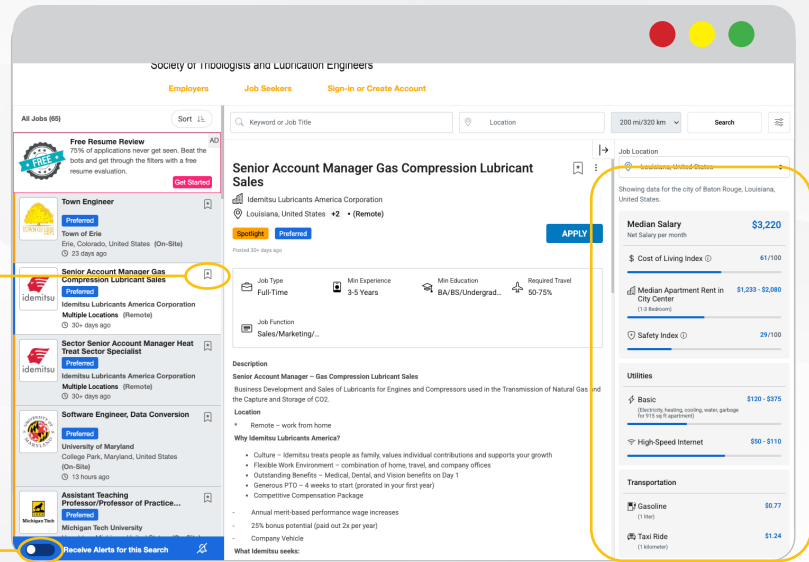
<https://stle-careerwebsite.com/jobs>

## Search Jobs

From here, you can **“Bookmark Jobs”** and **“Receive Alerts for this Search”**.

To bookmark jobs, click the **“star”** icon next to the preferred job and a pop-up window will appear to notify you that your job has been saved to your account.

To receive alerts for your search, click the toggle button, click **“Create Alert”** on the pop-up window and add your email address.

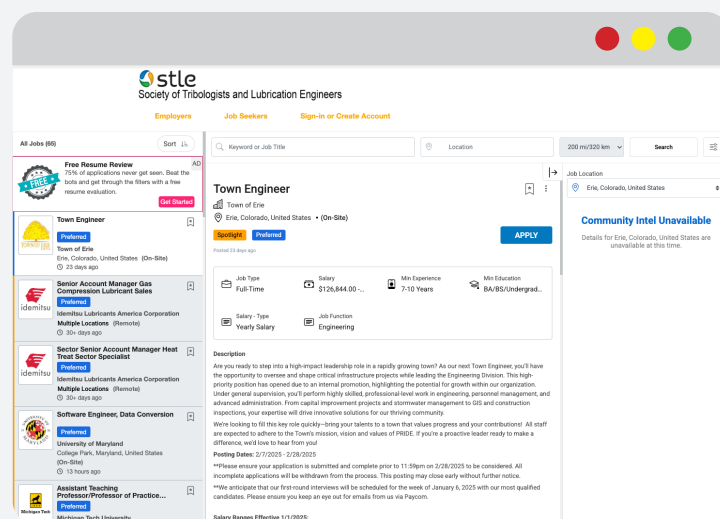


## WHAT'S NEW

### Streamlined Job Search with Tailored Location Insights

Community Intel provides you with essential location information directly within job ads, empowering you to make informed decisions without leaving the career center. With global data on salary, safety, cost of living, and more, this tool makes the job hunt even easier and boosts your confidence in making that important decision to apply for your dream job.

## View Jobs



Spend less time searching and more time applying to relevant positions with the immersive **“Job Search”** page. The layout allows you to view job search results and job details on one screen, making searches faster.

# Resume and Career Profile

<https://stle-jobs.careerwebsite.com/resumes/>

Career Center Home / Manage Resumes

## Resumes / Cover Letters

### Resumes

#### Public Resumes

You don't have a resume active on this site right now. Employers searching for resumes will not be able to find yours unless you have posted it. To post one of your resumes below, choose "Publish on this site" from the options menu.

#### Private Resumes

These resumes are available for you to use in applying for positions but are not searchable by employers.

Filename	Updated	Options
My Resume.pdf	02/24/2025	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Email</a>   <a href="#">Link</a>   <a href="#">Publish</a>   <a href="#">Free Evaluation</a>

#### Incomplete Resumes

You currently have no incomplete resume.

#### Create a new resume

Create your resume today! Once you have a resume created and saved in our system you can publish it to our Resume Bank so employers find you! Or keep it private and use it when applying online for jobs. Choose an option below to get started.

[Upload Resume File](#) [Build Resume Online](#)

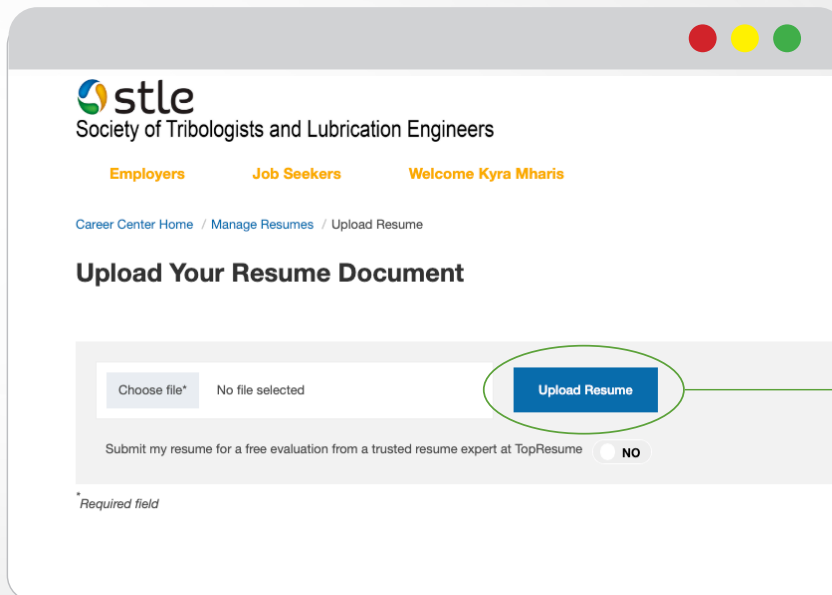
You have two options on how to build your profile on the career center.

1. **Upload an existing document (DOC, PDF)**
2. **Build online resume**

You can store multiple resumes on your account, but you'll need to select one to be published to the resume bank for employers to view. By default, your resume stays anonymous until an employer submits a contact request, which will then allow them to reach out to you directly.

YM Careers uses a third-party parsing software to pinpoint specific contact information in a document and hide it from an employer's view. While the parse is accurate, we provide users with steps to double check their work before saving the final version of the resume.

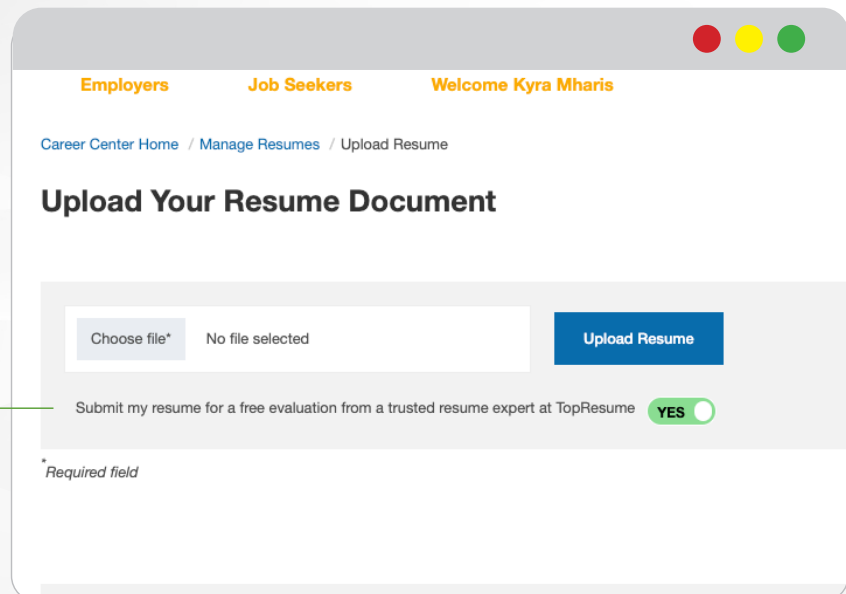
## Upload an existing document



We accept widely used DOC and PDF files types for your resume.

To upload, browse for the file to upload, then click on the **“Upload Resume”** button.

You also have an option to submit your resume for FREE evaluation from a trusted resume expert at TopResume.



## Build an online resume

The screenshot shows a web browser window with the STLE logo and navigation links. The main heading is "Create a New Resume". Below it, there is a "Resume Settings" section with a text box for "Resume Name". The "Contact Information" section includes fields for "First Name", "Last Name", "Suffix", "E-mail Address", "Phone", "Fax", and "Web site".

**stle**  
Society of Tribologists and Lubrication Engineers

[Employers](#)   [Job Seekers](#)   [Welcome Kyra Mharis](#)

[Career Center Home](#) / [Manage Resumes](#) / [Create](#)

### Create a New Resume

Complete your resume by filling in each section. Employers will find your resume using the information you enter below. The more information you fill in, the more searchable your resume becomes.

#### Resume Settings

This is for your own reference. It will not be visible to employers.

Resume Name \*

#### Contact Information

This contact information will only be shown when you release it to an employer.

First Name \*   Last Name \*   Suffix   E-mail Address \*

Phone   Fax   Web site

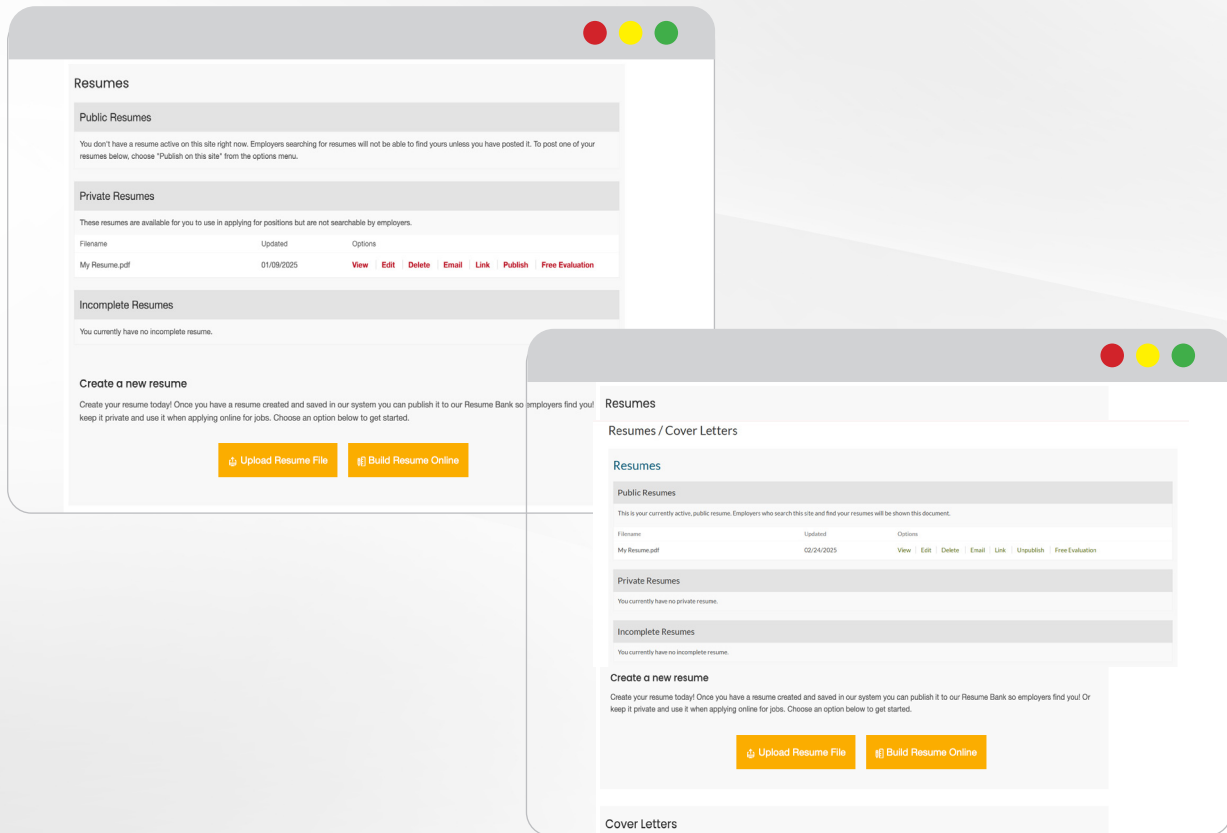
      

*Once you have reviewed the information and are ready to proceed, click the "Save and Continue" button at the bottom of the screen. This is also where you can choose to immediately publish your resume in the resume bank.*

### A few things to keep in mind or note about this setup:

- All fields with the \* (asterisk) are required. A user cannot move forward without filling them in.
- Any required information that is not filled in is flagged if the user tries to upload information. The user must go back, then fill in the missing information field indicated with the red flag.
- Your resume is the piece of information employers view when searching through the resume bank. This section is limited to 200 characters.

## Resume options



**View** – This allows you to view the resume. Contact information is included. As the job seeker, you see your information.

**Edit** – Go back at any time and edit or update any of the information you previously added to the site.

**Delete** – Remove the resume completely from your account.

**E-mail** – This allows you to directly e-mail a resume to an address that's typed into the field.

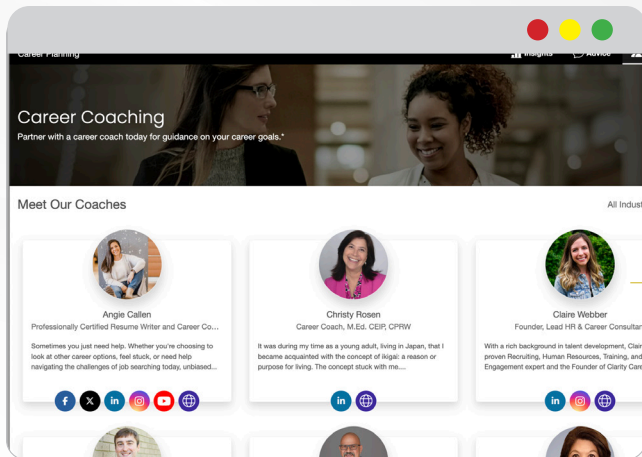
**Publish** – This allows you to make your resume searchable by employers. When you click "Publish" & "confirm", your resume will be publicly available for recruiters to find.

**Free Evaluation** – This option provides a professional review of your resume. Clicking on it will submit your resume for feedback, and you will receive suggestions on how to improve it.

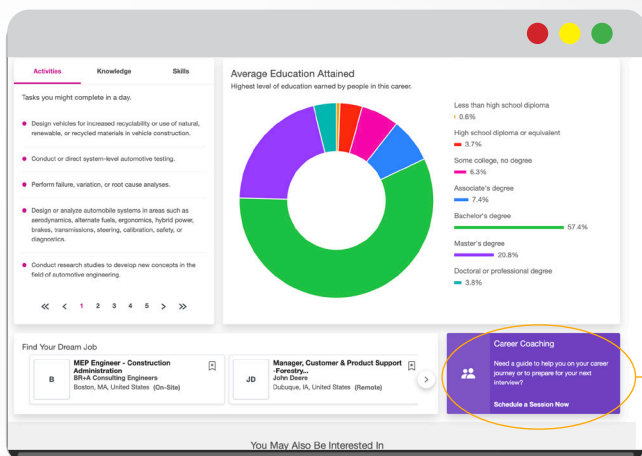
## Career Coaching

<https://stle-jobs.careerwebsite.com/career-coaching/>

Partner with a career coach today for guidance on your career goals.



Browse through dozens of diverse coaches to find the right ones to help add direction to your career goals, review resumes, or prepare for interviews.



Ask the expert: Connect with certified career coaches to help with things like job search strategies, interview tips, and resumé writing.

# Job Seeker Premium Services

<https://stle-jobs.careerwebsite.com/pricing/>

Stand out from the competition. Job Seeker Premium Services on the STLE Career Center offers you professional writing assistance and interview preparation to capture the attention of potential employers and land your dream role.

The screenshot shows the STLE Career Center website's pricing page. At the top, the STLE logo (Society of Tribologists and Lubrication Engineers) is on the left, and navigation links for Employers, Job Seekers, Internship, and Sign-in or Create Account are on the right. A 'POST A JOB' button is visible. The main heading is 'Products / Pricing'. Below this, a paragraph explains the recruitment options and provides contact information for John Wesley Dano. A note states that advertising agency prices are Gross (15% discount). A 'New!' banner highlights that purchasing upgrades at checkout maximizes views and responses. Three pricing packages are displayed in a grid:

Job Flash	Most Popular Job Flash™ Package Plus Upgrades	Premium Job Flash™ Package Plus Network of 1,000+ Sites
<b>Job Flash Package™</b> <ul style="list-style-type: none"><li>• Job Emailed to STLE Professionals</li><li>• Posted for 30 Days</li><li>• Click to view recent <b>Job Flash™</b></li></ul>	<b>Premium Job Flash Package™</b> <ul style="list-style-type: none"><li>• Job Emailed to STLE Professionals</li><li>• Posted for 30 Days</li><li>• Remains High in Search Results</li><li>• Highlighted to Stand Out</li></ul>	<b>Ultimate Recruitment Package</b> <ul style="list-style-type: none"><li>• <b>TalentBoost Upgrade</b> Distributes Job to Network of 1,000+ National, Niche and Local Job Boards</li><li>• Job Emailed to STLE Professionals</li><li>• Posted for 30 Days</li><li>• Remains High in Search Results</li><li>• Highlighted to Stand Out</li></ul>
\$299.00	\$399.00	\$599.00
<a href="#">Get Started</a>	<a href="#">Get Started</a>	<a href="#">Get Started</a>



## Personalized CVs

for success. Get noticed by employers with a tailored CV that showcases your strengths.



## Cover Letters

to make an impact. Secure more interviews with professionally formatted cover letters.



## Interview Prep

Increase interview readiness with guidance from an expert.



## LinkedIn Profiles that Stand Out

Optimize your profile for job-search success.

# Contact Us

Society of Tribologists and Lubrication Engineers (STLE):

840 Busse Highway

Park Ridge, Illinois 60068

Phone: 847.825.5536

Fax: 847.825.1456

Association: [stle.org](http://stle.org)

Career Center: [stle-jobs.careerwebsite.com](http://stle-jobs.careerwebsite.com)

Customer and Technical Support:

Momentive Software Customer Service

860.437.5700

[clientserv@momentivesoftware.com](mailto:clientserv@momentivesoftware.com)



