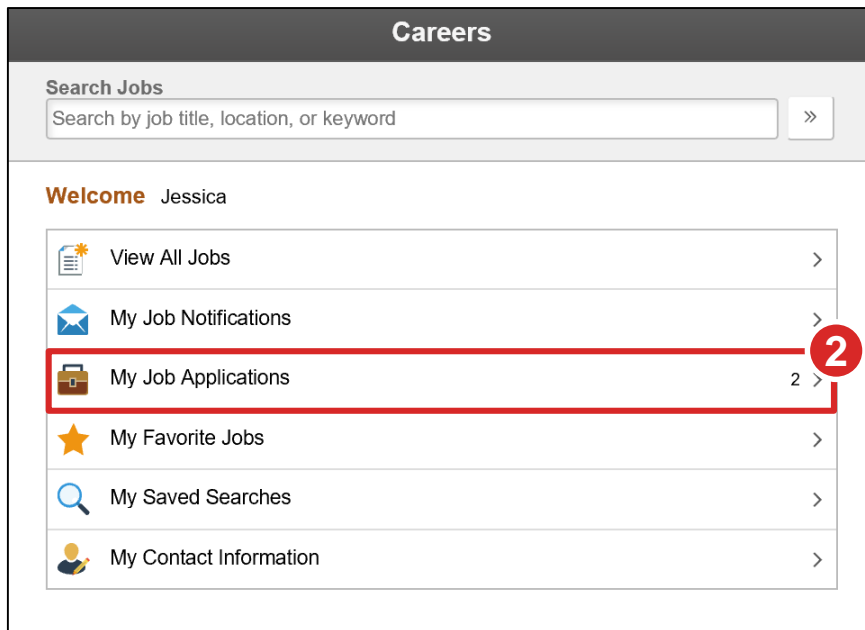


# State of New Mexico Careers

## Upload Documents to Your Careers Profile (1 of 5)

As an Applicant, you can easily upload documents to your careers profile. The documents you add to your careers profile will be attached to every job application you submit. This job aid shows you how to upload documents to your profile.

1. Access > State Personnel Careers website at <https://careers.share.state.nm.us/> and log in with your User ID
2. Click > **My Job Applications**



# State of New Mexico Careers

## Upload Documents to Your Careers Profile (2 of 5)

### 3. Click > **Add Attachment**

**My Job Applications**

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Administra... Assistant III	10031	SF-Willie Ortiz Building	Submitted	06/04/2018 4:47PM	06/04/2018 4:47PM	Withdraw >
EXEC. SEC. & ADMIN ASST. SUPV.	10009	SF-1920 Fifth St	Not Submitted	06/05/2018 12:21AM		Withdraw >

**My Resumes**  
You have not provided any resumes

**My Cover Letters and Attachments**  
You have not provided **3** er Letter or Attachment

**Add Attachment**

### 4. Select > **Attachment Type**

### 5. Enter > **Attachment Title**

### 6. Click > **Continue**

**Add Attachment**

Cancel **Continue**

\*Attachment Type Transcripts

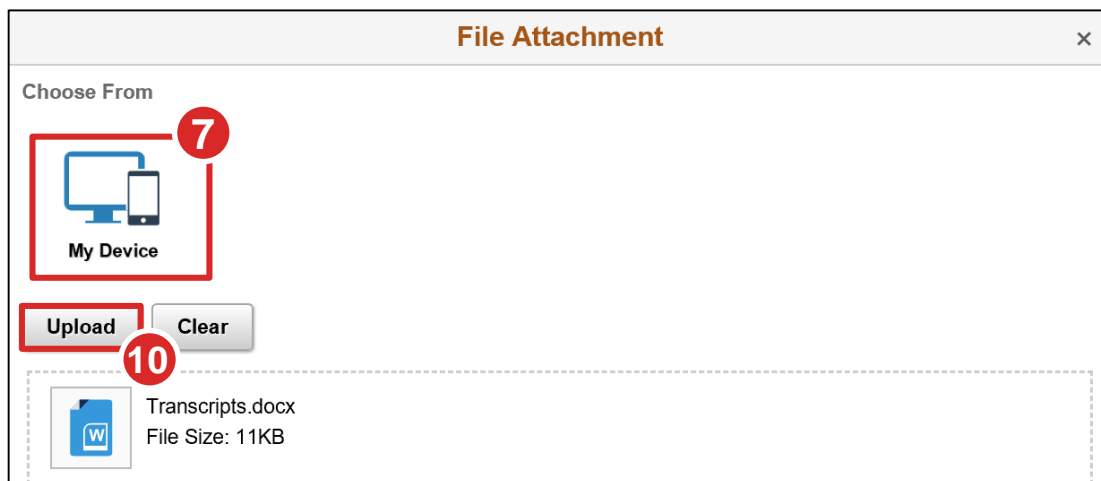
\*Attachment Title My Transcripts

**TIP:** You can also upload attachments such as transcripts and veteran documents to your profile. Any document you attach here will automatically attach to every job opening you apply to moving forward. We recommend uploading all cover letters unique to a job directly to the job application. All other documents not specific to a job application should be uploaded here.

# State of New Mexico Careers

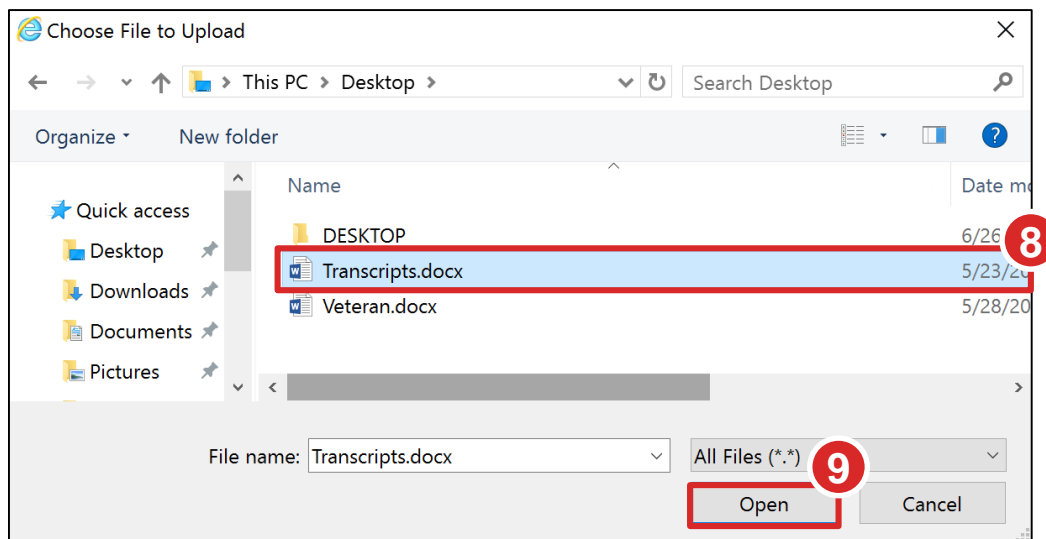
## Upload Documents to Your Careers Profile (3 of 5)

### 7. Click > **My Device**



### 8. Select > the file to upload from your computer folder

### 9. Click > **Open**

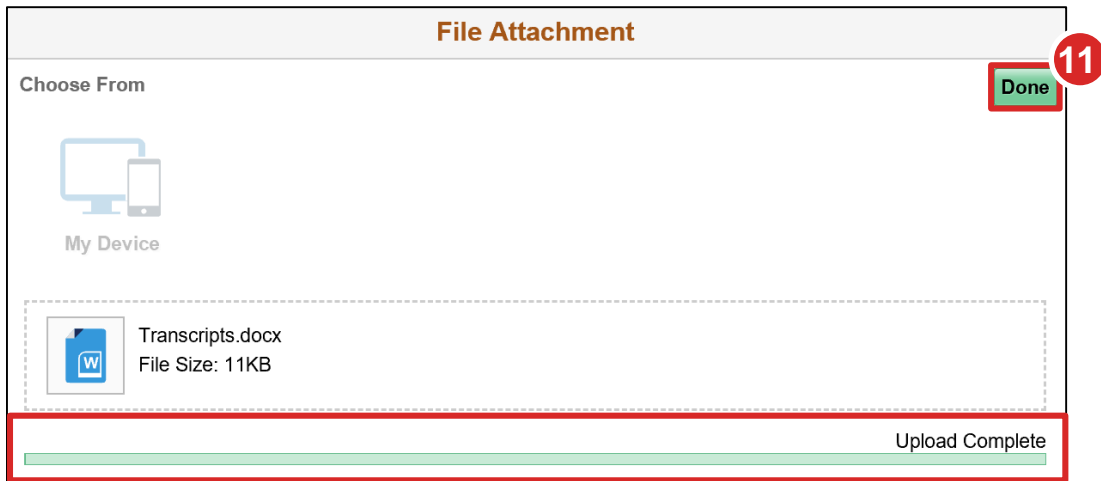


### 10. Click > **Upload**

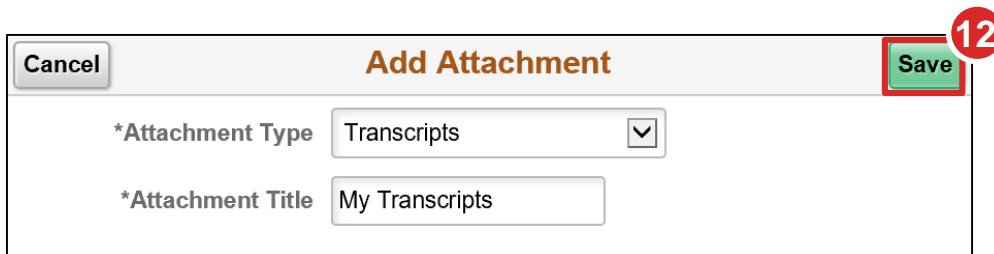
# State of New Mexico Careers

## Upload Documents to Your Careers Profile (4 of 5)

11. Click > **Done** when the upload is complete



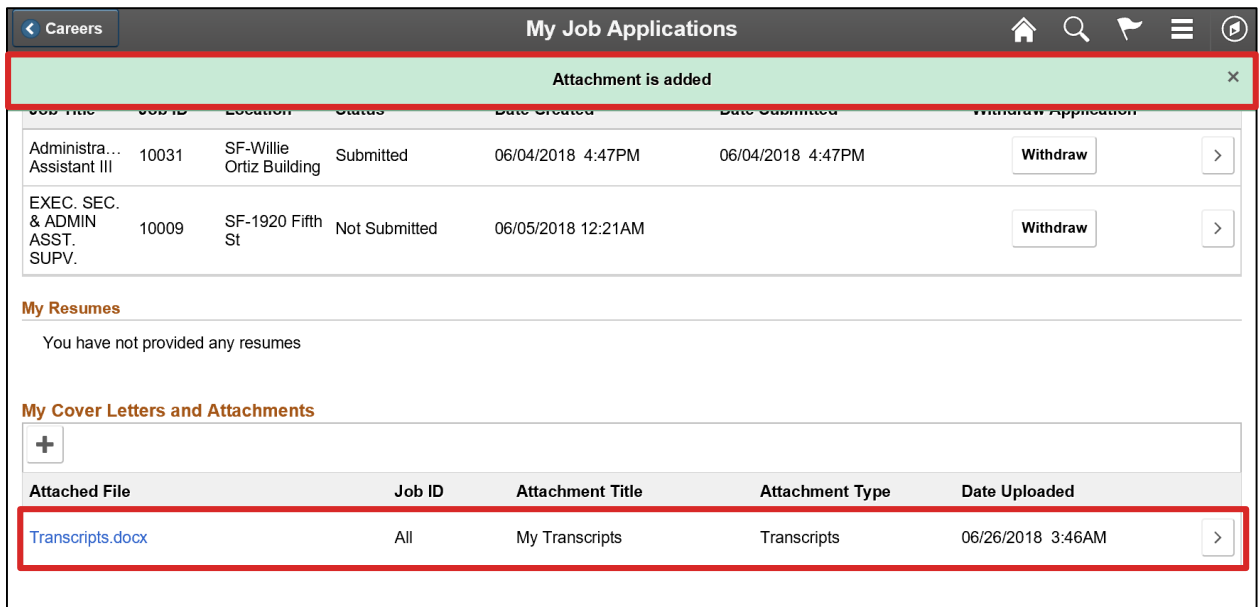
12. Click > **Save**



# State of New Mexico Careers

## Upload Documents to Your Careers Profile (5 of 5)

At this point, you receive a message saying the attachment has been added. The attachment is now uploaded to your profile in **the My Cover Letters and Attachments** section.



The screenshot shows the 'My Job Applications' page. At the top, there is a navigation bar with 'Careers' and 'My Job Applications' tabs. A green notification banner at the top reads 'Attachment is added'. Below this is a table of job applications:

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Administra... Assistant III	10031	SF-Willie Ortiz Building	Submitted	06/04/2018 4:47PM	06/04/2018 4:47PM	Withdraw >
EXEC. SEC. & ADMIN ASST. SUPV.	10009	SF-1920 Fifth St	Not Submitted	06/05/2018 12:21AM		Withdraw >

Below the applications table, there is a section for 'My Resumes' which states 'You have not provided any resumes'. Below that is a section for 'My Cover Letters and Attachments' with a '+' icon to add more. A table below this section shows the uploaded attachments:

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
<a href="#">Transcripts.docx</a>	All	My Transcripts	Transcripts	06/26/2018 3:46AM >

**TIP:** Look at the “Apply to a Job with a SHARE HCM ID” job aid for step-by-step instructions on how to apply to jobs.

