

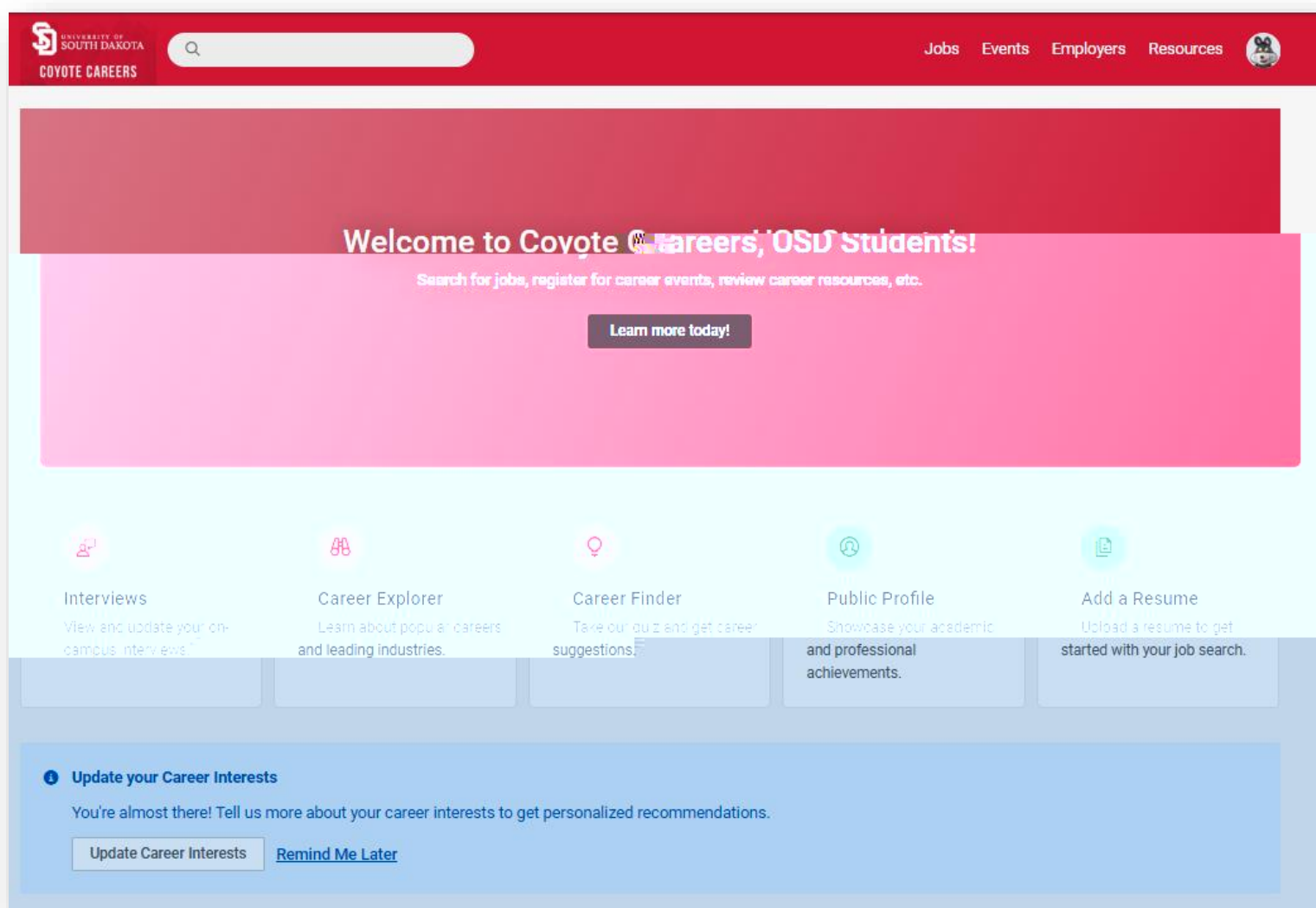
COYOTE CAREERS **STUDENT & ALUMNI GUIDE**



BELBAS CENTER – FIRST FLOOR
(605) 658-6676
CAREER@USD.EDU
WWW.USD.EDU/CAREER-SERVICES

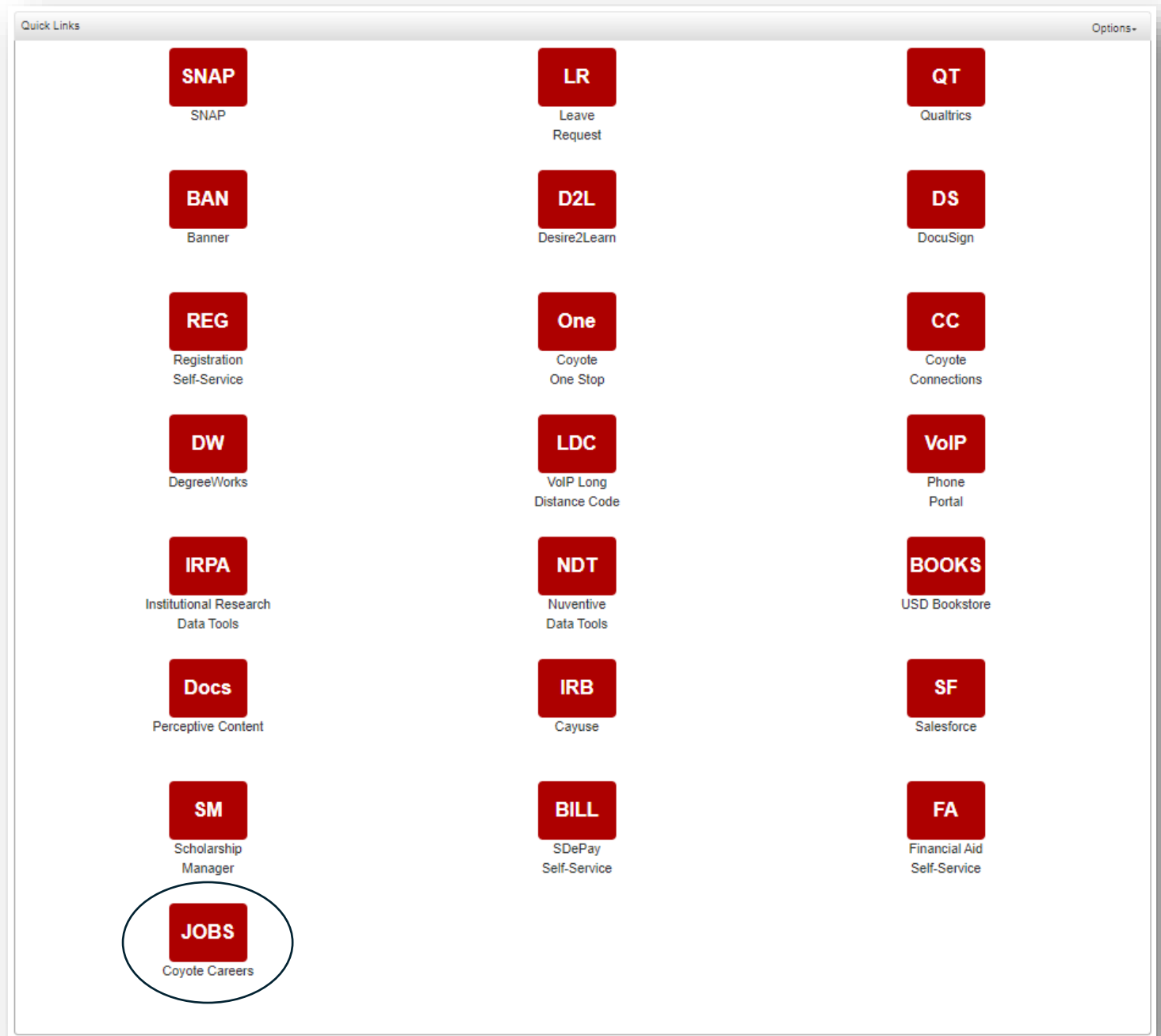
WHAT IS COYOTE CAREERS?

Coyote Careers is USD's career services manager powered by Symplicity. Students & Alumni use Coyote Careers to apply for all types of jobs (on-campus, work-study, part-time jobs and full-time careers), learn about career events and access career resources. Based on your job search history within Coyote Careers, you will receive email updates with similar jobs curated based on your interests. You can gain valuable experience, earn money and create connections by working during your time at USD.

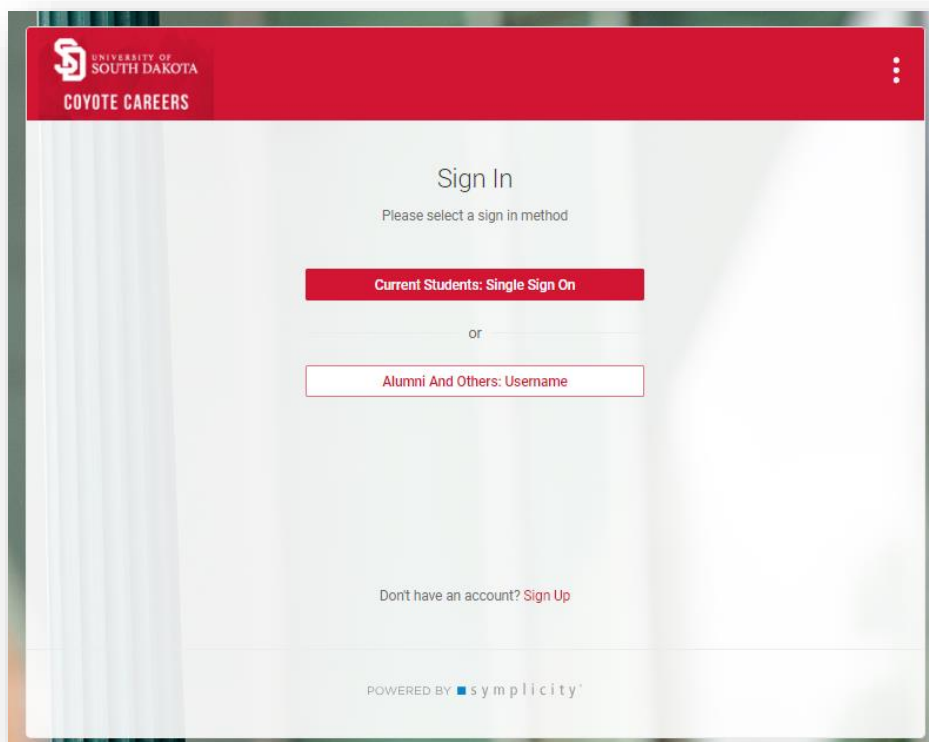


ACCESSING COYOTE CAREERS

Log into your student portal <https://my.usd.edu/> and click on the red quick link. Click on the red tab to access your Coyote Careers account.



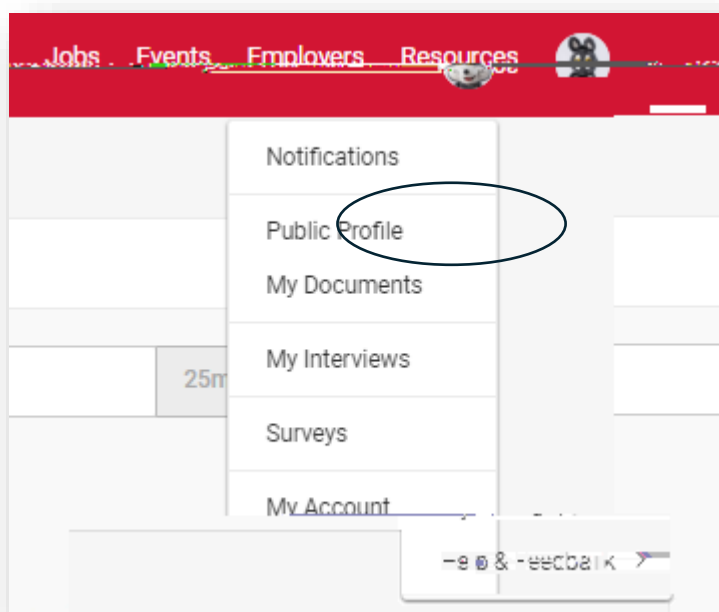
Go to <https://www.usd.edu/Student-Life/Career-Services>, scroll down to , click the tab and log in using the credentials you set up when you registered for the account. If this is your first time using Coyote Careers, click .



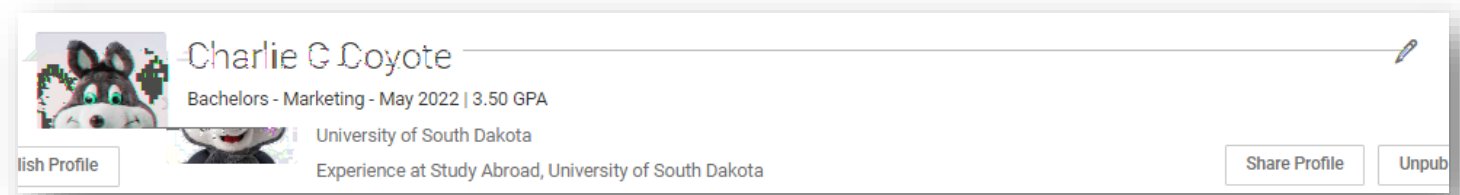
PROFILE SET UP

The first time you access Coyote Careers, you will be asked to provide profile information. You can add additional information to your profile by clicking on the profile button to the right of Resources and selecting . You can add the following to your profile:

- A professional headshot
- Personal statement
- Skills
- Education
- Experiences
- Courses
- Projects
- Organizations and activities
- Honors and awards
- Licenses and certifications
- Languages
- And more...

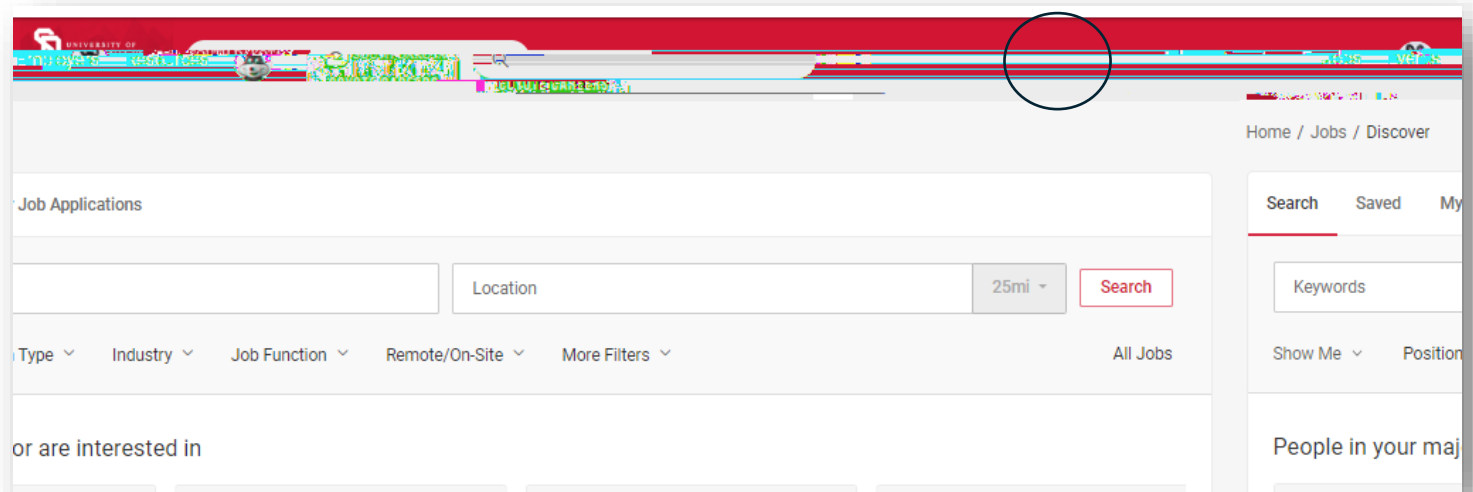


This can serve as an “online” resume or profile that can be shared with employers by clicking on the [Share Profile](#) button. You can also click the [Unpublish Profile](#) button to get a weblink to direct others to your online profile if they have access to Coyote Careers.



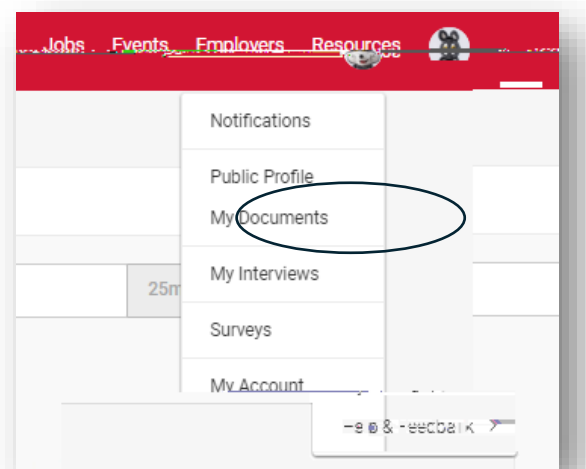
SEARCHING FOR JOBS

Click on [Find Jobs](#) at the top of the page. You will be able to search positions by keyword or location, or filter by position type, industry, job function, and more. The system will also suggest jobs for you based on your interests. When you click on a job title, you can view the job details as well as instructions on how to apply.



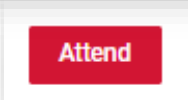
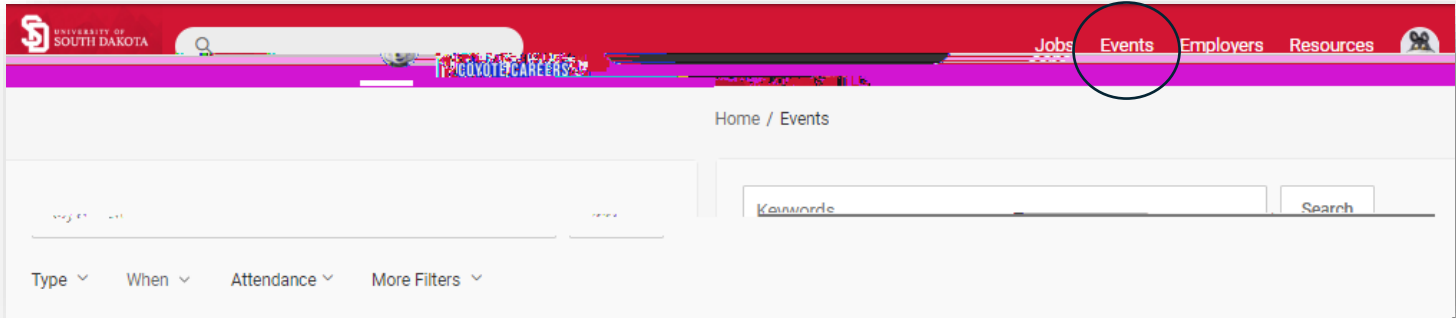
UPLOADING DOCUMENTS

Users can upload their résumés, cover letters, and writing samples to Coyote Careers by clicking on their profile and selecting [My Documents](#).



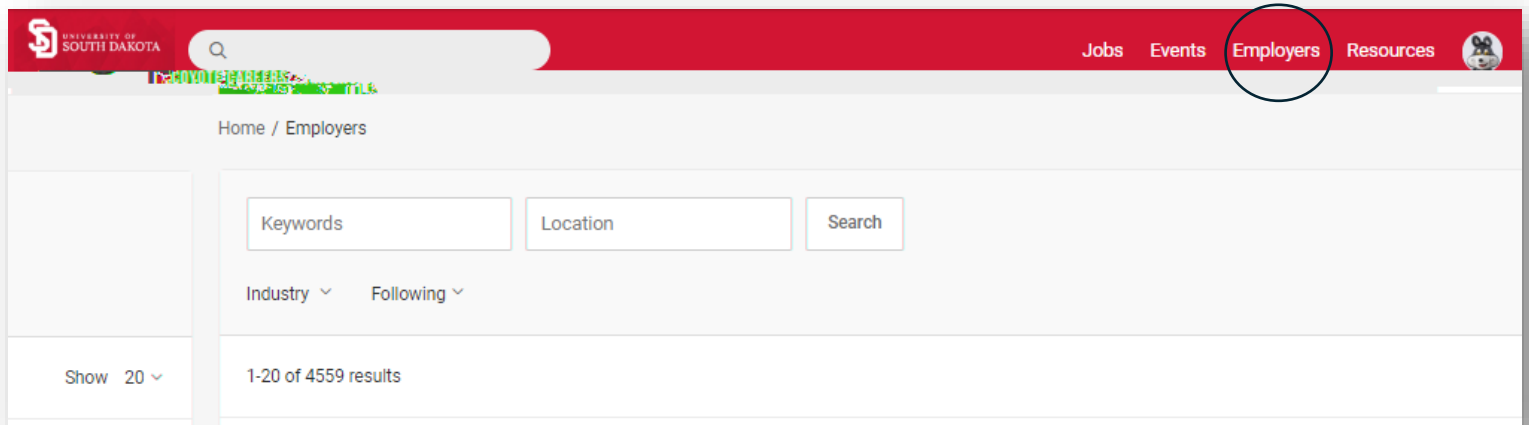
RSVP FOR EVENTS

You can view and RSVP for upcoming career events by clicking on [Events](#), selecting the event you are interested in, and clicking the [Attend](#) button. You will receive event reminders near the event time.



EMPLOYER DIRECTORY

Click [Employers](#) to search for and view a multitude of companies and organizations from across the nation. Find out more about the company, view contact information, and see which jobs they've posted and what events they are planning to attend. You can also choose to follow companies so you will be alerted when they post a new position.



ADDITIONAL RESOURCES

Click [here](#) to view the Document Library which houses career articles and resources, use the Career Finder to take an interest assessment, and access the Career Explorer to research careers and industries.

