



HOW TO ADD ATTACHMENTS (LETTERS, RESUMES, ETC.) TO YOUR ONLINE APPLICATION AFTER YOU APPLIED TO A JOB

- 1) Visit www.lwtc.edu and go to “Jobs@LWTC”.
- 2) Go to the “Job Opportunities” page
- 3) Click on the appropriate job title.

Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
Full-time Faculty - Funeral Service Educ...	Full-time	Depends on Qualifications	05/21/10

- 4) Click on the “Apply” link.

Job Title: Full-time Faculty - Funeral Service Education
Closing Date/Time: Fri. 05/21/10 11:59 PM Pacific Time
Salary: Depends on Qualifications
Job Type: Full-time
Location: Kirkland, Washington

[Print Job Information](#) [Apply](#)

- 5) Log in with your Username and Password and click “Login”.

Username:
Password:

- 6) Click on the “To Apply for the (Job Title) Click Here” Link.
- 7) You will **NOT** have to recomplete your application. Select the one you already used to apply.
- 8) Click on Step 1 – Job Application.

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- Application process steps:

1 [Job Application](#) 2 [Agency-wide Questions](#) 3 [Confirm Application](#) 4 [Certify & Submit](#)

Job Application » Review

- 9) Scroll down to the bottom of your application and click on “Add Attachments”.

Attachments [Add Attachment\(s\)](#)

- 10) Upload your letter of interest and/or resume.
- 11) Follow the rest of the steps to finish the process (agency-wide questions (which you can populate your previous answers automatically), confirm application, and certify & submit).

[Main Menu](#) | [Application Status](#) | [My Account](#)

- Application process steps:

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Agency-wide Questions * Required Field

You have already answered some or all of the supplemental questions on one of your previous applications. To have the form automatically populated with your most recent responses, click the [Populate](#) button. You will still be able to modify your answers if necessary.

IMPORTANT: After clicking the ‘Populate’ button you must still click one of the ‘Save’