

# How to upload documents to your profile

**Step 1:** Go to LLA’s website, [www.la.gov](http://www.la.gov), and click on the “Careers” tab at the top of the page



**Step 2:** Click on the “Search for Jobs” tab at the top of the LLA Career Site page



**Step 3:** This directs you to the Career Portal where you click **“Update Your Profile”** at the top or **“previous applicants click here”** at the bottom of the screen

**Step 3** →

**Step 3** →

**Step 4:** Login to your profile with your email address and password that you created then click **“check records”** at the bottom of the screen.

**Step 4** →

**Step 5:** Once you login to your profile you will need to click on “view resume/CV” under the job posting



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### Current résumé/CV Profiles

**My Profile** [Edit Profile](#) [Change Password](#) [Logout](#)

Name

Address

Additional information

**Submittal History**  
You may view and edit each résumé/CV profile you previously submitted by clicking the View résumé/CV link.

[Return To Job Listings](#)

Date Submitted	Job Posting	Current Stage	
✘ 12/9/2014	Performance Services Auditor(402014)	Audit Staff	<a href="#">View résumé/CV</a>

Step 5

**Step 6:** In order to upload additional files to your profile you will need to click on the “Upload File”



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### Résumé/CV Profile

[ Close ] [ Logout ]

*Required fields are marked with an asterisk (\*).*

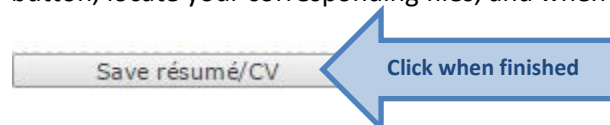
- ▶ Step 1: Contact Information
- ▶ Step 2: Job Preferences
- ▶ Step 3: Work Authorization Status
- ▶ Step 4: Education
- ▼ Step 5: Profile Attachments

Click "Upload File" to attach a cover letter or additional documentation.

[Upload File](#)

Step 6

button, locate your corresponding files, and when you are finished click “Save resume/CV.”



[Save résumé/CV](#)

Click when finished