

Step 1 – Resumes

you are able to upload *and* parse your resume

UPLOADING AND PARSING YOUR RESUME—*optional*

WHAT THIS MEANS:

UPLOADING attaches a copy of your resume to your profile.

tip: to upload — after you have browsed for your resume file, be sure to **click the save button** to complete the upload.

tip: to receive consideration you must complete the application — even if the information is already on your resume.

The screenshot shows the Norfolk Southern application interface. At the top is the NS logo and the word "Application". Below it is a progress bar with seven steps: 1. Resumes (highlighted in yellow), 2. Personal Data, 3. Education, 4. External Work Experience, 5. Preferences, 6. Military Service, and 7. Background Information. Below the progress bar are navigation buttons: "Previous step" and "Personal Data" (with a right arrow).

Resumes

Do you want to update your profile by parsing your resume?

You can upload and parse a resume or simply attach a resume to your profile. If you parse your resume, your information will be automatically extracted.

If you have already parsed a resume in your candidate profile you do not need to parse a resume again.

Resume Title	Profile Updated on
The table does not contain any data	

Upload Parse Delete

Enter the following parameters to add the resume

Resume Title:

Language:

File:

Previous step Personal Data Close

Step 1 – Resumes

you are able to upload *and* parse your resume

UPLOADING AND PARSING YOUR RESUME *continued*

WHAT THIS MEANS:

PARSING will import your information from your resume and place it into applicable fields in the application. Please note that it does not recognize special characters. And while this will help speed your application process, *you should ensure the imported information is accurate.*

tip: to select your uploaded resume for parsing, click on the gray box next to your resume filename in the table. You will then be able to click the parse button (see below).

The screenshot shows the Norfolk Southern application interface. At the top is the Norfolk Southern logo. Below it is a progress bar with six steps: 1. Resumes (highlighted in yellow), 2. Personal Data, 3. Education, 4. External Work Experience, 5. Preferences, and 6. Military Service. Below the progress bar are navigation buttons: 'Previous step' and 'Personal Data' with a right arrow. The main section is titled 'Resumes' and contains the text: 'Do you want to update your profile by parsing your resume?' followed by 'You can upload and parse a resume or simply attach a resume to your profile. If you parse your resume, your information will be' and 'If you have already parsed a resume in your candidate profile you do not need to parse a resume again.' Below this is a table with the following structure:

Resume Title	Profile Updated on
<input type="checkbox"/> my_resume	

Below the table are three buttons: 'Upload', 'Parse', and 'Delete'. At the bottom are navigation buttons: 'Previous step', 'Personal Data' with a right arrow, and 'Close'.