Accessing Gator CareerLink (GCL)

GCL is integrated with the normal campus log in process; therefore, you can use the same information you normally use to access campus services like Wi-Fi, GatorLink webmail, ISIS, library services or myUFL. Log in at [www.crc.ufl.edu](http://www.crc.ufl.edu), click on “GATOR CareerLink Student Login” and enter your GatorLink information. If you have problems getting into GCL from here, please call the UF Helpdesk at (352) 392-HELP.

Uploading your resume

To upload resume (Not created in Resume Builder):
- Log in to GCL at [www.crc.ufl.edu](http://www.crc.ufl.edu)
- Click on “my documents’ and select “Add New”
- Click “Browse” to locate your resume
- Give your resume a title that is related to the type of position you are seeking (i.e. political science resume)
- Click “Submit.”

Requesting a Career Planning Appointment

- Log into GCL at [www.crc.ufl.edu](http://www.crc.ufl.edu)
- Click ”Request a Career Planning Appointment” under Shortcuts on the right-hand side
- Select a date, time, and topic (under “reason for appointment”).
- Pay attention to the topic numbers and the staff that specialize in particular topics. Topic numbers are noted next to their name.

Career Planning Topics include:

- **#1** - Choosing / changing your major
- **#2** - Choosing / changing your career
- **#3** - Graduate School Application
- **#4** - Developing your resume, CV, cover letter, or personal statement
- **#5** - Finding an internship, externship, or co-op position
- **#6** - Finding a full-time job
- **#7** - Interviewing strategies

Your appointment is confirmed when you receive the “Career Planning Appointment Request Approved” email.

Applying for a job through GCL

To look for available jobs:
- Log on to Gator CareerLink at [www.crc.ufl.edu](http://www.crc.ufl.edu)
- Click on “my jobs > Gator CareerLink Job Database”
- Change “Show Me” to “All Interviews” (to see all) or “Interviews I Qualify For” (for those that meet your requirements)
- Click on the job titles shown for more information and application instructions
- Under “Application Status,” select your resume and click “Submit.”

Using Resume Builder

If you are new to writing a resume, give our resume builder a try. The resume builder helps you with structure, style, and text examples. To start using the Resume Builder:
- Log on to GCL at [www.crc.ufl.edu](http://www.crc.ufl.edu)
- Click on “my documents”
- Select the “Resources” tab, then “Resume Builder” tab
- Select the options “Create New Resume” or “Create New Cover Letter” depending on what you are trying to create
- Once complete you can submit it to employers through the “my jobs > GCL Job Database” tab.

RSVP for an information session or workshop

Log on to Gator CareerLink at [www.crc.ufl.edu](http://www.crc.ufl.edu)
- Click on “events” and select “workshops” or “information sessions”
- Inside of each event you can click on “RSVP”

Once you have RSVP’d, we will remind you about the event a few days prior to the event happening via email and/or text. Also, if there are any changes to the event (cancellations, change of time) it will allow us to remind you so you have the correct information.

Calendar

The “My Calendar” tab of GCL allows you to see all activity that is scheduled at the CRC at any given time. You can see this by day, week, month or year. To input events of your own:
- Click “personal events”
- Click “+ add new”
- Input a “title” “description” and “date”
- Set up starting and ending time
- Click “submit”

You can also request a Career Planning appointment through your calendar.