

# TOREROLINK

ToreroLink, USD's online job and internship posting service, offers USD students and alumni the opportunity to apply for positions with participating employers. Here is how to get started.

## Register

- Contact Career Services for an initial password: email [careers@sandiego.edu](mailto:careers@sandiego.edu) or call (619) 260-4654.
- Start at [www.sandiego.edu/careers/](http://www.sandiego.edu/careers/) and select *Students*.
- Click on *ToreroLink: Online Employment and Internship Opportunities*.
- **New users**, select *New users register here*. Click on the *Register* button on the far right-hand side.
  - ✓ Enter your email address as the *Username* and insert the initial *Password*.  
Note: This password is temporary. A personal password will be sent to the email address you use to register. You can change it whenever you wish in your *Profile*.
  - ✓ Fill in all information and click *Go* at the bottom of the page.
  - ✓ The next time you log in, use the password you receive by email.
- **Already registered users**, update your *Profile* frequently, especially when you change your email address, phone number, expected date of graduation, or year in school. Click *Save Changes* at the bottom of the page.

## Search for Jobs & Internships

- Select *Jobs & Internships* from the top menu bar. All current job and internship listings will appear.
- Click on a position title to learn more about the requirements and application process for that position. Click on the organization's name to learn more about the employer.
- To apply for a position that is accepting applications through ToreroLink, upload your resume and cover letter to submit. Follow the employer's directions on how to apply.

## Upload Your Resume, Cover Letter & More

- Select *Documents* from the top menu bar. Click on *Add New*.
- Decide on a label name, choose a document type, and browse to find the file to upload. Click *Submit*.
- If you tailor your resume and cover letter separately for each position to which you apply, simply upload the different versions on ToreroLink and label them for the specific positions.

## On-Campus Interviewing

- Select *Jobs & Internships* from the top menu bar. To see the employers conducting on-campus interviews, start with the drop-down menu in the *Show Me* section, select *On-Campus Interviews & Resume Collections*, and click on *Search*.
- To apply, submit an online resume for each position of interest. An employer may also request other application documents, such as a cover letter, writing sample or transcripts. You must submit all requested documents at the same time. Be sure to click the *Submit* button for each employer.
- After submitting your resume(s), you can review your list of applications. Start with *Interviews* on the top bar and select *Interview Requests*.

**Hint for ToreroLink:** To return to a previous page, use the small *back* button on the ToreroLink screen instead of your web browser's arrows.