



CAREER CENTER JOB SEEKER USER MANUAL



CFA Institute

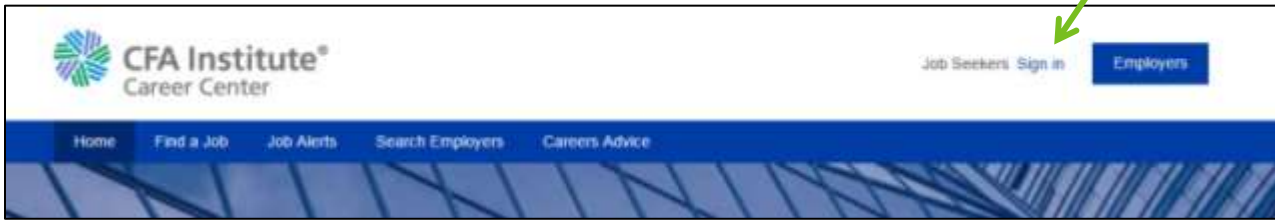
CAREER CENTER JOB SEEKER USER MANUAL

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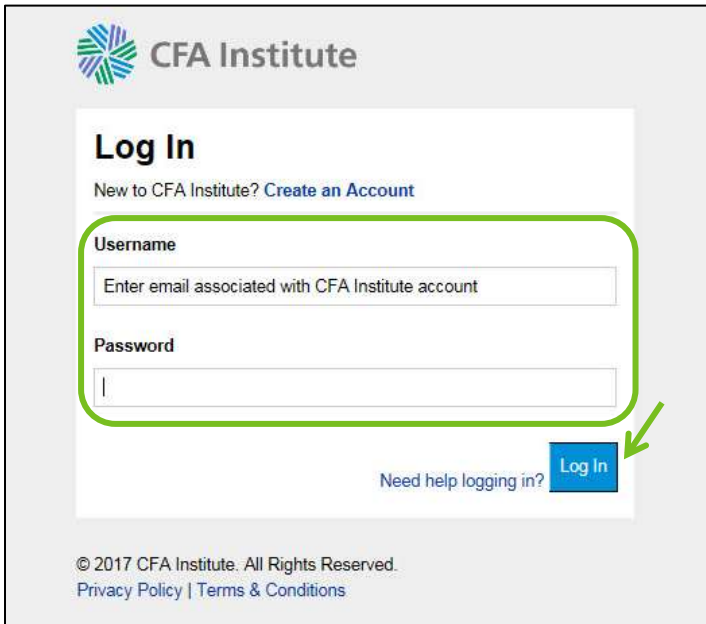
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Log into Account

1. Access the Career Center at <https://careers.cfainstitute.org/>
2. Select the **Sign In** link.



3. Enter your CFA Institute credentials click **Log In**. (*Note: Your CFA Institute credentials are the username and password you use for the CFA Institute website.*)

A screenshot of the CFA Institute Log In page. It features a 'Log In' heading, a link to 'Create an Account', and input fields for 'Username' and 'Password'. A green box highlights the input fields, and a green arrow points to the 'Log In' button. The footer contains copyright information and links to 'Privacy Policy' and 'Terms & Conditions'.

Manage your Profile

Create your Profile

1. Click the dropdown arrow by your name in the upper right-hand corner and select **Your profile**. (*Note: You can access your profile and make edits to it at any time using this link.*)



3. Upload your resume from your computer or from cloud storage. Employers use the Career Center to search for candidates for their open positions. If you would like your profile to be visible select **Yes**; if not, select **No**. (*Note: You can exclude specific employers by typing the employer name into the field provided. If they have an account, the employer name will autofill.*) Click **Save** when finished.

Create a profile

Upload your resume

Upload from your computer

Or import from cloud storage

Your Resume must be a .doc, .pdf, .docx, .rtf, and no bigger than 1Mb

Who can view your profile?

Allow employers to see your profile and attached resume

Yes No

Exclude an employer

4. Enter your professional details in the fields provided. (*Note: Red dots indicate required fields.*)

Your profile

✓ Resume Saved

Current attached resume: Resume_current.pdf [Change resume](#)

▼ Name as it appears to employers ✓

First name • Last name •

▼ Career summary

Personal Summary •

▼ Your current CV

Where are you currently based? •

What is your current job title? •

Which job functions in the financial services industry do you have experience of working in? •

Academics
 Accounting/Audit/Tax
 Actuarial Services
 Banking
 Brokerage
 C-Suite Level Management
 Commodities

- JOB FUNCTIONS LIST**
- Academics
 - Accounting/Audit/Tax
 - Actuarial Services
 - Banking
 - Brokerage
 - C-Suite Level Management
 - Commodities
 - Compliance/Regulatory
 - Corporate Finance
 - Credit Analysis
 - Economics
 - Equities Research: Buy Side
 - Equities Research: Sell Side
 - ESG/Socially Responsible Research
 - Fixed Income Research: Buy Side
 - Fixed Income Research: Sell Side
 - Foreign Currency
 - Hedge Funds
 - Institutional Sales
 - Insurance
 - Investment Advisor/Consultant
 - Islamic Finance
 - Management Consulting
 - Multimanager Strategies
 - Marketing and Public Relations
 - Operations
 - Performance Analysis
 - Portfolio Management: Alternatives
 - Portfolio Management: Equities
 - Portfolio Management: Fixed Income
 - Portfolio Management: Multi-Asset
 - Private Equity/Venture Capital
 - Relationship Management
 - Risk Management
 - Structured Products
 - Trading
 - Wealth Management
 - Wholesale Sales
 - Other

5. Review and agree to our Terms and conditions and Privacy policy by checking the box. Click the **Save changes** button when done.

Who can view your profile?

Allow employers to see your profile and attached resume

Yes No

Exclude an employer

Start typing...

I agree to the Terms and conditions and Privacy policy

Save changes

Delete profile

Delete Account

1. Click the dropdown arrow next to your name and select the **Your profile** dropdown option.



2. Select the **Delete profile** link.

Your profile

Current attached resume: Test Resume .pdf

Change resume

Name as it appears to employers ✓

Career summary ✓

Your current CV ✓

Your new role ✓

Who can view your profile? ✓

I agree to the Terms and conditions and Privacy policy

Save changes

Delete profile

3. Click the **Delete** button in popup screen that opens.

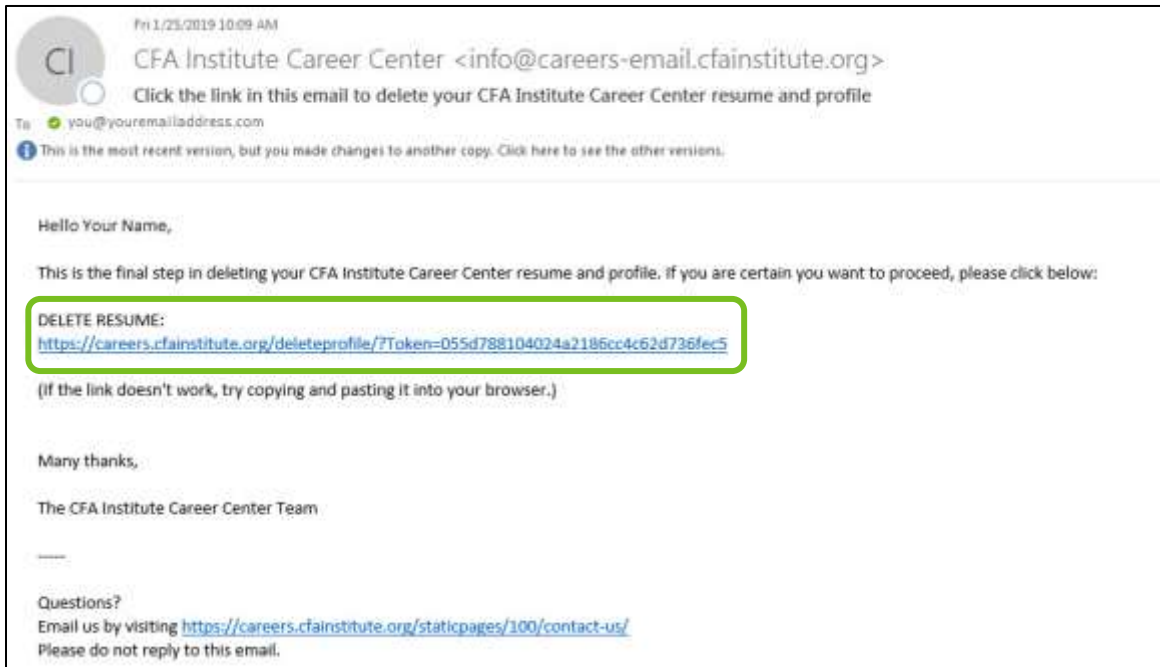
Delete your profile & resume

Deleting your profile and resume is permanent and irreversible

Click the delete button below and we'll send you an email containing details of how to delete your profile & resume.

Delete

4. Navigate to the inbox associated with your account. Click the link in the body of the email. (*Note: Check your spam or junk mailboxes if you do not see the email in your regular mailbox. The sender is **CFA Institute Career Center** <info@careers-email.cfainstitute.org>.*)

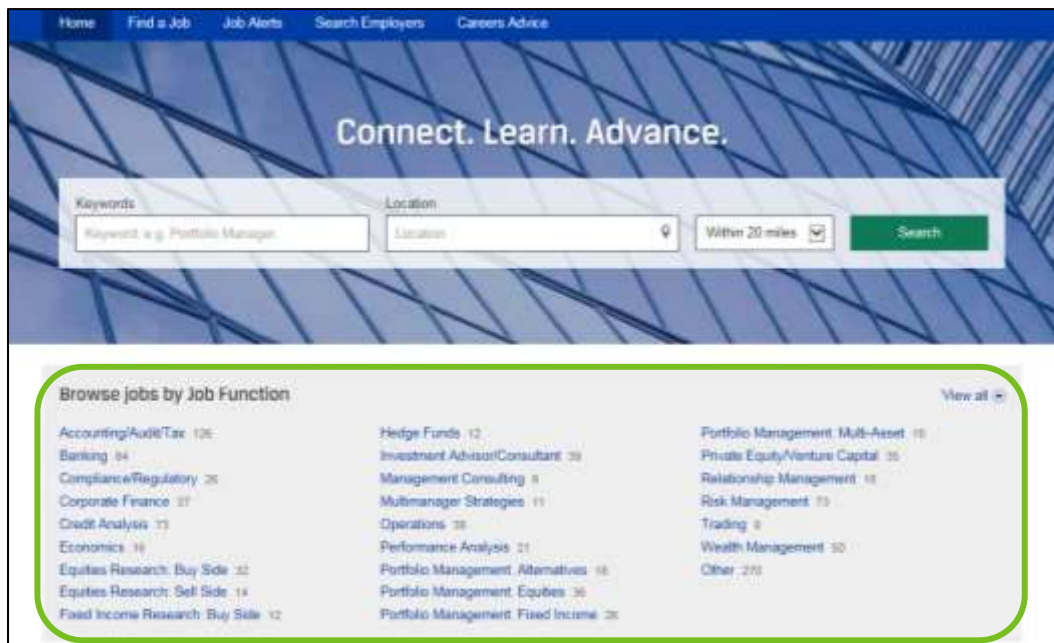


Search for Jobs

1. Click **Find a Job** in the top navigation bar. You can also **Browse jobs by Job Function** in the section on the Home page(A).



A.



2. The view on the Find a Job page defaults to global jobs. Use the left navigation bar to **Browse** or **Search** by a variety of criteria.

Found 881 jobs

[Browse](#) [Search](#)

Keywords
Keyword: e.g. Portfolio Manage [Search](#)

Refine your search

- ▼ Job Function
 - Accounting/Audit/Tax 128
 - Banking 34
 - Corporate Finance 37
 - Credit Analysis 73
 - Investment Advisor/Consultant 39
 - Operations 38
 - Portfolio Management: Equities 36
 - Risk Management 73
 - Wealth Management 50
 - Other 270
 - More...
- ▼ Industry Sector
 - Asset Management 73
 - Commercial Bank, Credit Union, Private Bank, Savings & Loan, 10
 - Consulting Firm 26
 - Credit Rating Agency/Bureau 15
 - Finance - General 709
 - Fintech/Insurtech 12
 - Government 12
 - Investment Bank 39
 - Non-Banking Financial Institution (Consumer finance, Leasing, factoring, etc.) 11
 - Private Wealth Management Firm 27
 - More...
- ▶ Certifications
- ▶ Employment Type
- ▶ Education
- ▶ Employer Type
- ▶ Salary
- ▶ Location

Senior Analyst Corp

- Lisbon (PT)
- To be negotiate
- Baker Tilly

Perfil: Procuramos un departamento de Corp

[View details](#)

DBA(My SQL) , Data design, Health Mon

- Mumbai, Konkan (IN)
- As per company no
- Finoptions institute

Hi, Job seekers We have (MySQL) Employmen

[View details](#)

Fund Research A

- London (Central), (GB)
- £28K - £32K Annual performance relate
- EQ Investors

Experienced 3rd party markets and frontier

[View details](#)

Corporate Strateg

- Wellington (NZ)
- Negotiable
- Kiwibank

Support the cultivation Wealth – including M

[View details](#)

Corporate Strateg

- Wellington (NZ)
- Negotiable
- Kiwibank

Found 881 jobs

[Browse](#) [Search](#)

Keywords
Keyword: e.g. Portfolio Manage

Location
Location

Within 20 miles

Working from home

- ▶ Job Function
- ▶ Industry Sector
- ▶ Certifications
- ▶ Employment Type
- ▶ Education
- ▶ Salary
- ▶ Employer Type

[Search](#)

Senior Analyst Corp

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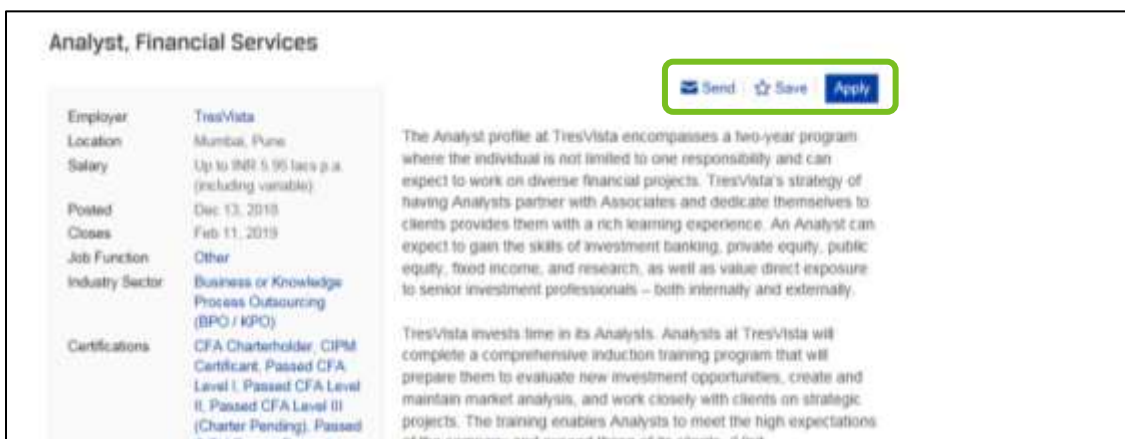
Corporate Strategy

- Wellington (NZ)
- Negotiable

4. Click the job title to review the full details of a job posting.



5. On the job posting, you can click the link to **Send** the job to your email, **Save** the job to your shortlist, or **Apply** for the position. You may be redirected to the company's application portal for some positions. Most of the time, you can apply instantly by entering information in the required fields then clicking the **Send application** button (A).



A.

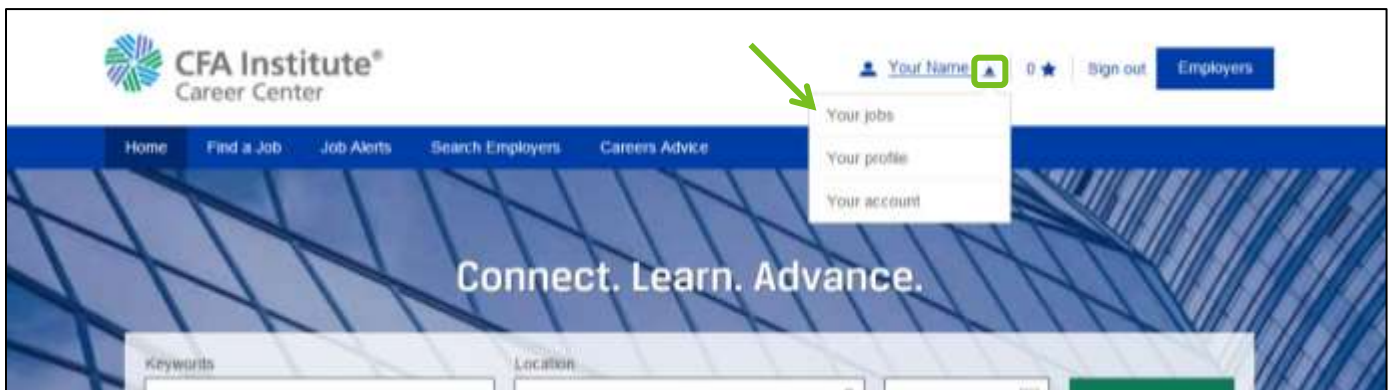
The screenshot shows an application form titled 'Apply for Consultant - Valuation Services'. It includes a section for 'Apply instantly with your saved resume' with fields for 'First name', 'Last name', and 'Email address'. There are radio buttons for 'Use your saved resume - Preview' (selected) and 'Upload a different resume'. Below that, there is a text area for 'Your covering message for Consultant - Valuation Services' with a character count of '4000 characters left'. At the bottom, there are checkboxes for 'Save my resume for future applications and allow employers to find me in the resume database' and 'Email me jobs like this one when they become available'. A 'Send application' button is highlighted at the bottom.

Save Jobs to Shortlist

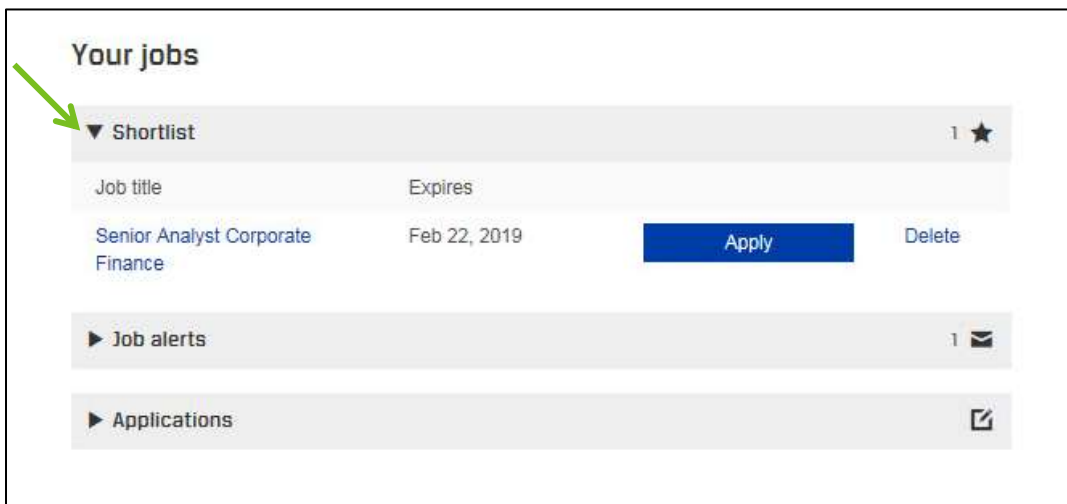
1. Jobs of interest can be saved to a shortlist by clicking the **Save** link on each job posting. (*Note: The star will turn blue when saved.*)



2. Access your shortlist by clicking the dropdown arrow next to your name. Select the **Your jobs** dropdown option.



3. Click **Shortlist** to view and manage your saved jobs.



Create Job Alerts

Job alerts are daily emails notifying you of jobs that meet specified criteria you select.

1. From the Home page, click the **Job Alerts** link in the top navigation bar.



2. Enter details for the type of jobs you would like to receive alerts for. More search criteria are available under the **More options** dropdown (A). Click the **Email me jobs** like this button when finished.

The screenshot shows the 'Create a job alert' form. The form includes fields for Keywords, Location, and Job Function. The 'Job Function' dropdown is expanded, showing a list of job functions. A green arrow points to the 'More options' link below the Job Function list. The 'Industry Sector' dropdown is also expanded, showing a list of industry sectors. A green arrow points to the 'More options' link below the Industry Sector list. The form also includes a 'Working from home' checkbox and an 'Email me jobs like this' button.

JOB FUNCTIONS LIST

- Academics
- Accounting/Audit/Tax
- Actuarial Services
- Banking
- Brokerage
- C-Suite Level Management
- Commodities
- Compliance/Regulatory
- Corporate Finance
- Credit Analysis
- Economics
- Equities Research: Buy Side
- Equities Research: Sell Side
- ESG/Socially Responsible Research
- Fixed Income Research: Buy Side
- Fixed Income Research: Sell Side
- Foreign Currency
- Hedge Funds
- Institutional Sales
- Insurance
- Investment Advisor/Consultant
- Islamic Finance
- Management Consulting
- Multimanager Strategies
- Marketing and Public Relations
- Operations
- Performance Analysis
- Portfolio Management: Alternatives
- Portfolio Management: Equities
- Portfolio Management: Fixed Income
- Portfolio Management: Multi-Asset
- Private Equity/Venture Capital
- Relationship Management
- Risk Management
- Structured Products
- Trading
- Wealth Management
- Wholesale Sales
- Other

INDUSTRY SECTOR LIST

- Academic Institution, Test Prep
- Accounting/Audit Firm
- Asset Management
- Asset Owner
- Brokerage
- Business or Knowledge Process Outsourcing (BPO/KPO)
- Centre of Excellence
- Central Bank, Regulator
- Commercial Bank, Credit Union, Private Bank, Savings & Loan,
- Consulting Firm
- Construction / Real Estate
- Credit Rating Agency/Bureau
- Government
- Fintech/Insurtech
- Information Technology, Software
- Insurance
- Investment Bank
- Manufacturing
- Non-Banking Financial Institution (Consumer finance, Leasing, factoring, etc.)
- Private Wealth Management Firm
- Securities Exchange
- Utilities (e.g., Oil & Gas, Energy)

A.

▼ More options

Certifications

- Passed CFA Level I
- Passed CFA Level II
- Passed CFA Level III (Charter Pending)
- CFA Charterholder
- Passed CIPM Principles
- Passed CIPM Expert
- CIPM Certificant

Employment Type

- Full Time
- Consulting
- Internship
- Part Time

Education

- Bachelors
- Masters
- Doctorate

Salary

- Open / Negotiable
- Unpaid
- Up to \$20,000
- \$20,000 - \$29,999
- \$30,000 - \$49,999
- \$50,000 - \$74,999
- \$75,000 - \$99,999

Employer Type

- Corporate
- Government
- Non-Profit

When you create this job alert we will email you a selection of jobs matching your criteria. Our [Terms and Conditions](#) and [Privacy Policy](#) apply to this service.

All emails will contain a link in the footer to enable you to unsubscribe at any time.

[Email me jobs like this](#)

3. You will see the details of your alert on the confirmation screen.

Home Find a Job Job Alerts Search Employers Careers Advice

Create a job alert

✓ Your new job alert has been set up successfully

[Add another email alert](#)

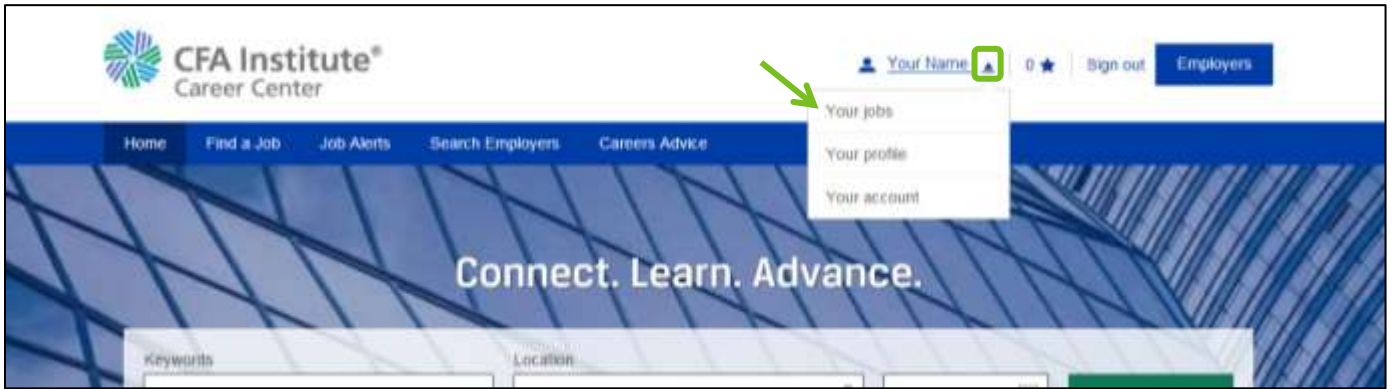
or manage your alerts

Your new job alert:

Job Function: Academics

[Preview](#) | [Edit](#) | [Delete](#)

4. Job alerts are managed in the **Your jobs** section of your account. Click the dropdown arrow next to your name then select the **Your jobs** dropdown option to access.



5. Click **Job alerts**. Here you can **Preview**, **Edit**, **Delete**, or **Create a job alert**.

