

The student profile should be filled out if you wish to be included in your class **Resume Database**. This database is purchased by companies who are looking for specific talent. By filling out your profile, prospective employers can better identify you and send you targeted email communication by searching on a variety of fields, including: industry experience, functional experience, geographic preference, work authorization, academic degrees, etc.

You may modify your profile at any point. We encourage you to keep it as accurate as possible. Remember, the more information you give in your profile, the more your resume will come up in employer searches.

Log into [Career Central](#) and click on **Profile/Documents**, then click on **Summary**.

The screenshot shows the Career Central dashboard for MIT Sloan School of Management. On the left is a navigation menu with options: Dashboard, Profile/Documents (highlighted with a red arrow), Summary (highlighted with a red arrow), Resumes, Cover Letters, OCR Availability, Activity Calendar, Communication Preferences, and Additional Documents. The main content area features the MIT Sloan School of Management logo and a link to install the MIT Sloan app. Below this is a section titled 'New Job Listings' with the subtitle 'Jobs you may be interested in.' and a map of the United States with red location pins indicating job counts: 23 in the West, 5 in the Midwest, and 21 in the Northeast.

Scroll down to **Detailed** and click **Edit**.

The screenshot shows the 'Detailed' profile page. At the top left is a 'Detailed' tab. At the top right is an 'edit' button with a pencil icon, highlighted by a red arrow. Below the tab is a section titled 'JOB SEARCH INFORMATION' with a minus sign icon in the top right corner. This section contains several fields, each with an edit icon (pencil): FUNCTION - PREFERENCE, INDUSTRY - PREFERENCE, GEOGRAPHIC - PREFERENCE, INDUSTRY - EXPERIENCE, FUNCTION - EXPERIENCE, GEOGRAPHIC - EXPERIENCE, and TOTAL YEARS OF WORK EXPERIENCE.

Select the appropriate boxes and then click **Save** at the bottom of the page.