You may apply for up to 5 BC Externships. Apply for each position with BOTH a resume and a completed application. Before you apply, you must have your Resume and Application uploaded into Documents in EagleLink. To do this, follow the instructions below.

1. **Sign into EagleLink with your Agora username and password**
   - Go to the Documents tab
   - Click Add New (at the bottom of the page)

2. **Add Your Resume**
   - Label your resume: First Name Last Name Resume (ex. Sam Flynn Resume)
   - Document type: select Resume
   - File > Browse > Choose document to upload

3. **Add Externship Applications (up to 5)**
   - Go to Resources > Document Library > Open 2015 Student Externship Application
   - Fill out application (keeping it to 1 page)
   - Save document to your computer in order to upload for BC Externship
   - Label your application: Company Name Application (ex. TJX Application)
   - Go to Documents tab
   - Click Add New (at the bottom of the page)
   - Document type: select OTHER DOCUMENTS
   - File > Browse > Choose application document to upload

4. **Browse and apply for BC Externships (up to 5)**
   - Go to BC Jobs/Internships tab
   - Position type: BC Externship

5. **Browse and when ready, select “Apply”**
   - Select resume that you saved earlier (ex. Sam Flynn Resume)
   - Select application that you saved earlier in OTHER DOCUMENTS (ex. TJX Application)

6. **Submit**

*Important - You must submit BOTH a resume and an application to each BC Externship (up to 5) in order to be considered. If chosen for one, you must keep that commitment to participate, so check the dates and your availability accordingly.