

Career Connect Programme

**How to create your digital CV on
the Career Connect Portal?**

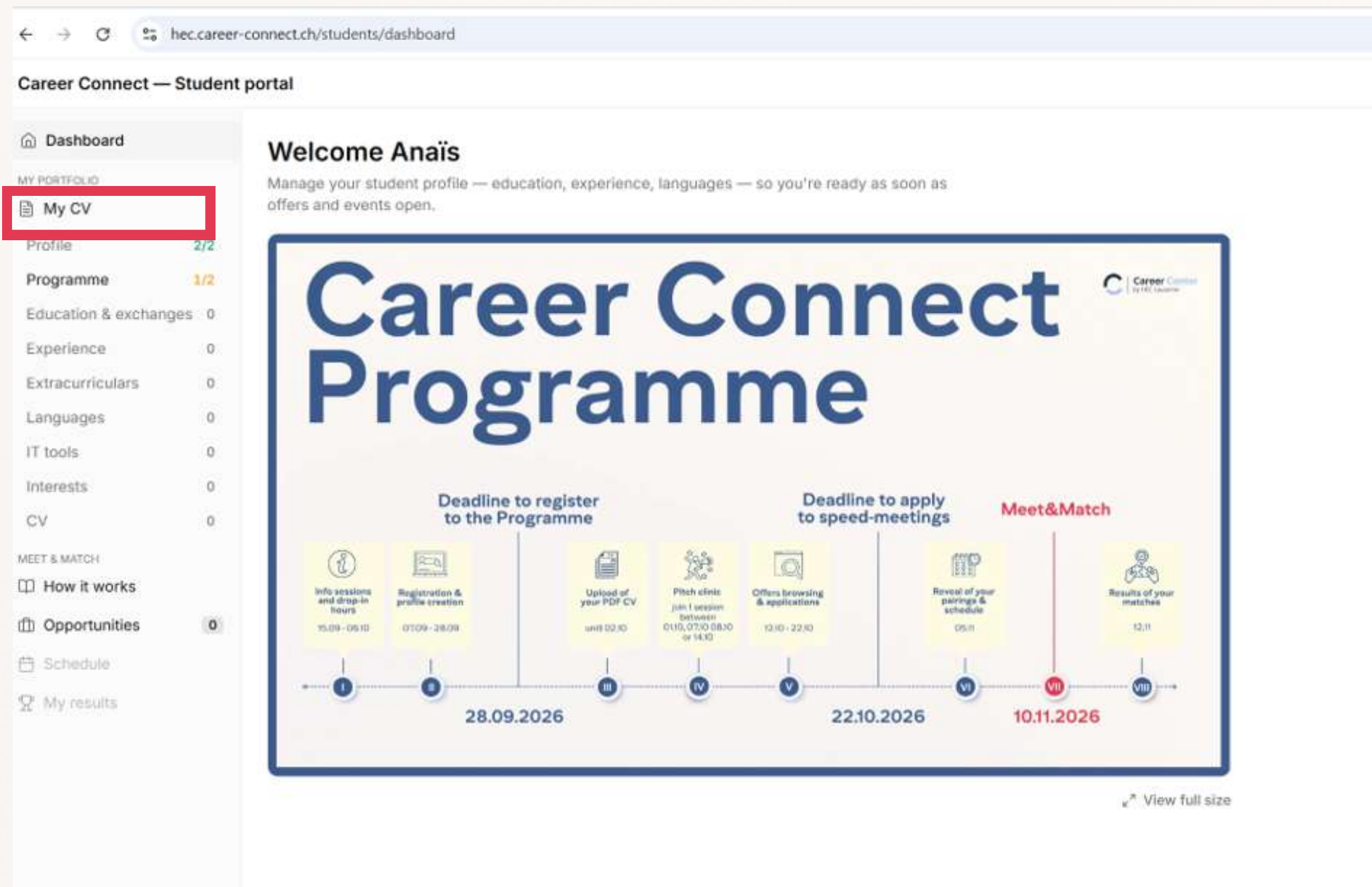
Activate your account

1. Once your application to the Career Connect Programme has been approved, you will receive an email entitled “**Career Connect Programme – Profile Creation & Next Steps**” with a link to access the Career Connect Portal and complete your profile.
2. Follow the link to activate your account on the Career Connect Portal.

Fill in your digital CV

When your account is activated, you will land on your dashboard.

Click on **"My CV"** to complete your digital CV.



The screenshot shows the Career Connect Student portal dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, MY PORTFOLIO (with a sub-item 'My CV' highlighted by a red box), Profile (2/2), Programme (1/2), Education & exchanges (0), Experience (0), Extracurriculars (0), Languages (0), IT tools (0), Interests (0), CV (0), MEET & MATCH (with sub-items 'How it works', 'Opportunities', 'Schedule', and 'My results'). The main content area displays a 'Welcome Anaïs' message and a 'Career Connect Programme' timeline. The timeline includes the following steps and dates:

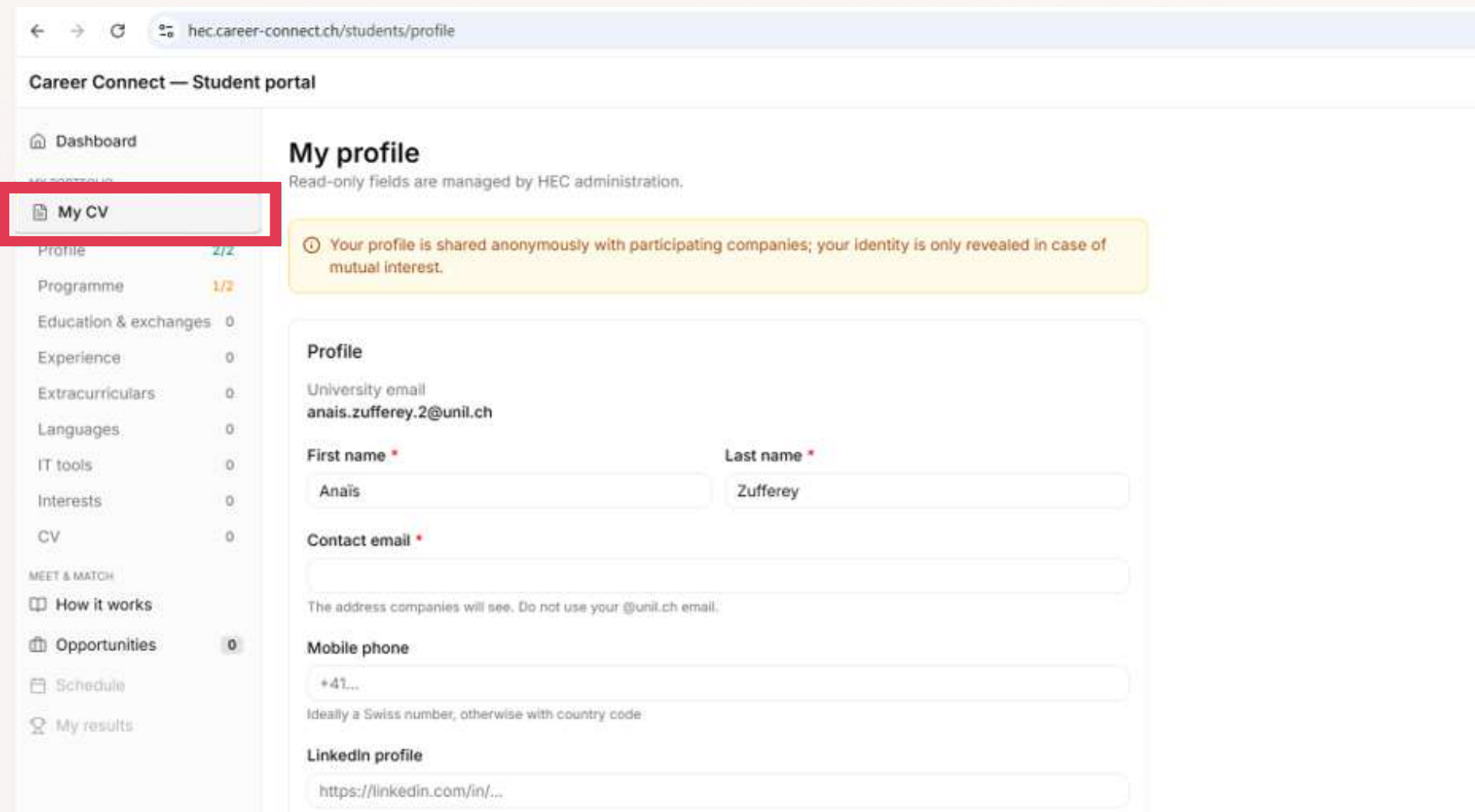
- I: Info sessions and drop-in hours (15.09 - 06.10)
- II: Registration & profile creation (07.09 - 28.09)
- III: Upload of your PDF CV (until 02.10)
- IV: Pitch clinic join 1 session between 01.10, 07.10, 08.10 or 14.10
- V: Offers browsing & applications (12.10 - 22.10)
- VI: Reveal of your pairings & schedule (05.11)
- VII: Meet&Match (10.11.2026)
- VIII: Results of your matches (12.11)

Key deadlines are marked: 'Deadline to register to the Programme' (28.09.2026) and 'Deadline to apply to speed-meetings' (22.10.2026). A 'View full size' link is located at the bottom right of the timeline.

Fill in your digital CV

On “My CV”, fill all the required fields:

- Profile
- Programme
- Education & exchanges
- Experience
- Extracurriculars
- Languages
- IT tools
- Interests



The screenshot shows the 'Career Connect — Student portal' interface. On the left, a sidebar menu lists various sections: Dashboard, My CV (highlighted with a red box), Profile, Programme, Education & exchanges, Experience, Extracurriculars, Languages, IT tools, Interests, CV, MEET & MATCH, How it works, Opportunities, Schedule, and My results. The main content area is titled 'My profile' and includes a note: 'Read-only fields are managed by HEC administration.' Below this, a yellow warning box states: 'Your profile is shared anonymously with participating companies; your identity is only revealed in case of mutual interest.' The 'Profile' section contains several input fields: 'University email' (filled with 'anais.zufferey.2@unil.ch'), 'First name' (filled with 'Anais'), 'Last name' (filled with 'Zufferey'), 'Contact email' (empty), 'Mobile phone' (with a dropdown for '+41...' and a note 'Ideally a Swiss number, otherwise with country code:'), and 'LinkedIn profile' (filled with 'https://linkedin.com/in/...').

Then upload your PDF CV, which will be shared with companies at a later stage.

Fill in your digital CV

Your changes are saved automatically

Languages

French

Native

English

C1

German

B2

+ Add

 Saved 1s ago

Upload your PDF CV

Check out our CV Guide!

To help you create your CV,
explore the Career Center CV
Guide, tailored exclusively for
HEC students.

