



PROVOST AND SENIOR
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TO: Lehman College Students

FROM: Peter O. Nwosu, Provost and Senior Vice President for Academic Affairs and Student Success

SUBJECT: Career Exploration Information for Students

DATE: March 26, 2020

Dear Students:

I hope you are all doing well. We understand that this is a trying time for everyone and we want you to know that while the college staff is working remotely and we are using the distance learning modality, we are still here to help you and provide services that will assist you to achieve your career goals.

As you are all aware, the Job & Internship Fair which was scheduled for March 17th was cancelled due to health concerns. However, some of the recruiters who were scheduled to attend have expressed interest in connecting with you. To facilitate this connection, we have decided to use Resume Books which is a service available through your [Simplicity](#) account. Starting next week, we will be contacting these recruiters and creating Resume Books for each of them. This will enable you to add your resume to the Resume Book for that specific company/organization and the recruiter will be able to view your resume. Please note that you will need to have an approved resume on [Simplicity](#) in order to use this option.

If you have not yet logged into your account, we ask that you do that as soon as possible. In order to access your account please follow the directions below:

- Go to: <https://lehman-cuny-csm.simplicity.com/students>
- Enter your username (your Lehman email address unless you changed it to your personal email address) and password (which you created specifically for [Simplicity](#))
- If you have never logged in or have forgotten your password, please click on "Forgot Password" and enter your Lehman email address into the username box
- Once you have logged in, you may upload your resume by going to "Documents" then "My Documents" and "Add New". Once your resume is reviewed you will receive notification via email.

Additional instructions will follow from the Career Exploration and Development Center Team regarding use of the Resume Books. We are with you and here to help every step of the way. Be well and stay healthy.

