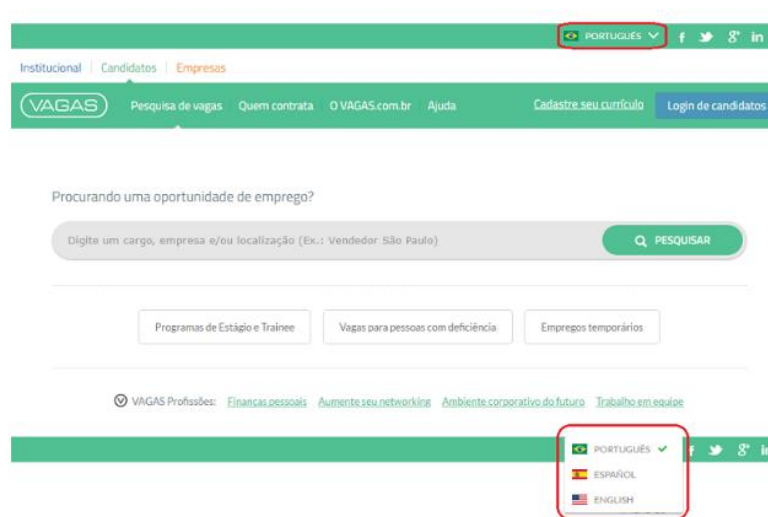


Workshop Vagas and UNHCR: How to register your resume on the recruitment platform

The recruitment company Vagas and the UN Agency for Refugees (UNHCR) have prepared this practical guide for refugees and migrants to provide guidance on how to register your resume on the Vagas.com.br platform. Thus, increasing the chances of being hired in the formal Brazilian job market.

Changing the language on the platform

It is possible to change the navigation language of the Vagas.com.br platform to English and Spanish. To do so, simply click on the flag representing the desired language (located in the lower right corner of the [page](#)):



Step 1: Register your resume on [Vagas.com.br](https://vagas.com.br)

1. In the upper right corner of the [main page](#), click on "Register for free".



2. Fill in the pre-registration data (e-mail and CPF) and create a password. Don't forget to read and accept the Terms of Use. After that, click on "Start using now!"

Password

7 to 20 characters (numbers and letters)

CPF (We use it only to avoid duplicity)

[I'M A FOREIGNER](#)

Profile language

Português (Brasil) ▼

I have read and accept the [terms of use](#).

START USING NOW!

I HAVE ALREADY REGISTERED

3. Before proceeding with the registration, you will need to verify your e-mail. Go to your inbox, open the "Confirmation e-mail" message and click the "Confirm e-mail" (*Confirmar e-mail*) button



4. We are almost there! To finish the registration, just fill in your personal data, such as name, date of birth, and cell phone (optional).

Tell us a little more about yourself

We will use this information to keep your profile secure.

Full Name (Civil or Social Name)

Date of birth (14 years old or older)

Mobile phone (optional)

I accept alerts by phone

FINISH REGISTER

5. By clicking on "Finish Register", you will be redirected to the resume, with the data previously filled in. Now, just complete the other fields in the items: "Personal Data", "Objectives", "Professional Resume", "Academic and Complementary training", "Languages", "Professional history" and "Additional Information".

Resume

Caution: when you apply for a position, the company receives a link to view your resume online specific vacancy, as all companies will have access to the changes made.

Personal data	▼
Objectives	▼
Professional Resume	▼
Academic and Complementary training	▼
Languages	▼
Professional history	▼
Additional information	▼

ATTENTION! Very important tip

Don't forget to add the hashtag #workshopvagaseacnur in the "Additional Information" field. This way companies interested in your profile will be able to find your resume easily

Additional information  EDIT


#workshopvagaseacnur


Step 2: How to make your resume ready to search for job openings


If your resume is incomplete, check on the fill-in bar which fields are pending. Note that the red buttons (in the picture below) represent the mandatory fields. By clicking each one, you will be directed to the respective field to add the information.


Resume


Caution: when you apply for a position, the company receives a link to view your resume online. So, be careful when making changes for a specific vacancy, as all companies will have access to the changes made.


Personal data 


Objectives 

Professional Resume 

Academic and Complementary training 

Languages 

Professional history 

Additional information 


Curriculum Fill





Fill out your resume to apply for job openings :D

20%

WHAT IS MISSING? ^

- PERSONAL INFORMATION
- ADDRESS
- CONTACT INFORMATION
- ROLE
- AREAS OF INTEREST
- REGION OF INTEREST
- LEVEL OF EDUCATION
- COURSE

 EDIT

-  View open curriculum
-  View Addendums
-  Privacy settings
-  Download curriculum

Remember: for each update you make, click the "Save" button. After filling in the basic and required information, you will see the following message:

✓ Agora que seu currículo está preenchido você pode se candidatar a vagas de emprego.

This means that you can start your search for job openings now!

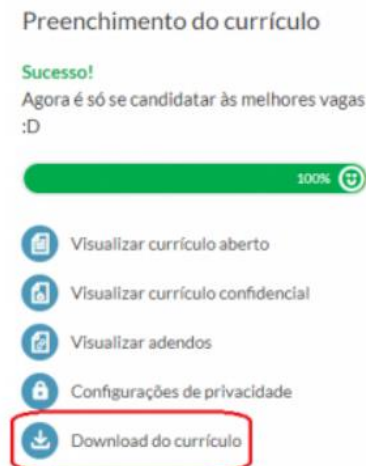
Step 3: How to download your resume

If you need a printed or PDF resume at the time of a job interview, you can also use the information registered on Vagas.

1. To do this, simply access [Vagas.com.br](https://vagas.com.br) using your username/login and password.
2. On your services page, click on "Update Resume".



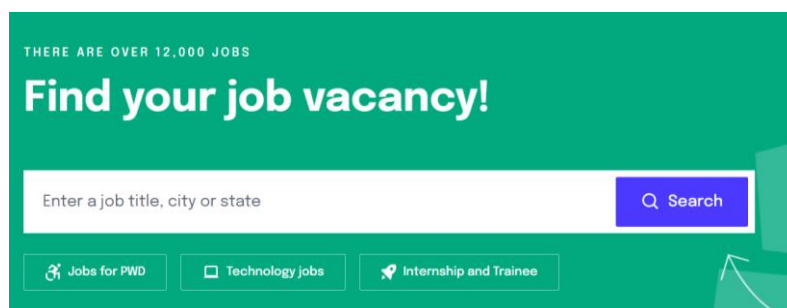
3. Click on the "Download resume" option on the right side of the screen:



Your resume will be downloaded in PDF format, without identification from Vagas, to be used as you wish.

Step 4: How to search for job openings and apply

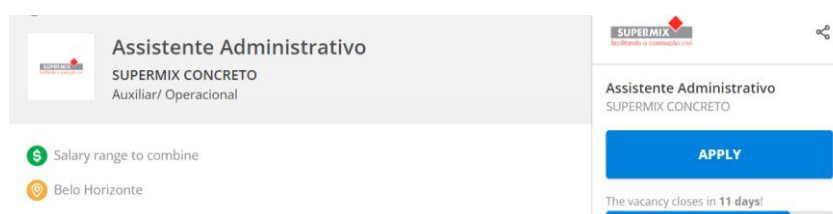
1. On the main page of [Vagas.com.br](https://vagas.com.br) there is a search bar where you can search for job opportunities by job title, area, location, or company. After entering what you are looking for, click the "Search" button:



2. Jobs related to the search terms will be displayed. Note that you can sort the search according to relevance or publication date, and also use the filters (available on the left side of the screen)):



3. Found an interesting job opening? Click on it and then on the "Apply" button:



4. If you are not logged in, access your registration using your username/login and password. Then, wait for the application confirmation page.

5. If the company requests tests, fill out the required forms and click "Confirm Application":

Confirme sua candidatura

Caso a vaga solicite fichas adicionais, preencha-as e em seguida pressione o botão 'confirma candidatura' ao final da página.

Vaga	Fichas solicitadas
v1281076 OPERADOR FERROVIÁRIO - AUXILIAR DE MAQUINETA	<ul style="list-style-type: none"> • Teste conhecimentos gerais/atividades - VAGAS (obrigatória) • Teste de raciocínio lógico - VAGAS (obrigatória) • Teste de língua portuguesa - VAGAS (obrigatória) • Indicação (caso tenha sido indicado ou queira solicitar uma indicação, clique aqui e preencha a ficha)





Data always up-to-date

To contact the candidates, the company responsible for the selection process uses the phone number or e-mail registered in the resume and application history. Therefore, it is essential to keep the **data updated and check your e-mail whenever possible**.

More information and tips

Want to know how to include a photo? How to update your resume? Or create a job alert? This and other important information is available at ajuda.vagas.com.br/support/home.

Good luck!