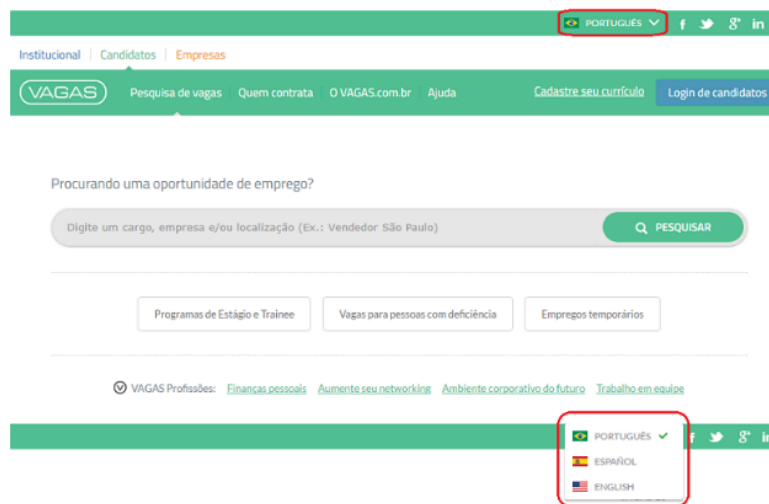


Workshop Vagas and ACNUR: How to register your resume on the recruitment platform

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](#)). IMPORTANT: Even if you choose to change the language on the website, it is important to fill in the information in Portuguese so that your CV appears in companies' searches for vacancies in Brazil.



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, CPF and country), and if you are a migrant or refugee click on "I am a refugee" and create a password.

The screenshot shows the 'Create your profile for free' form on the Vagas website. The form includes fields for E-mail, Password (with a strength indicator: 7 to 20 characters), and CPF. Below these fields is a link for 'I'M A FOREIGNER'. The 'Profile language' dropdown is set to 'Português (Brasil)'. There is a checkbox for 'I have read and accept the terms of use'. At the bottom, there are two buttons: 'START USING NOW!' (highlighted in blue) and 'I HAVE ALREADY REGISTERED'.

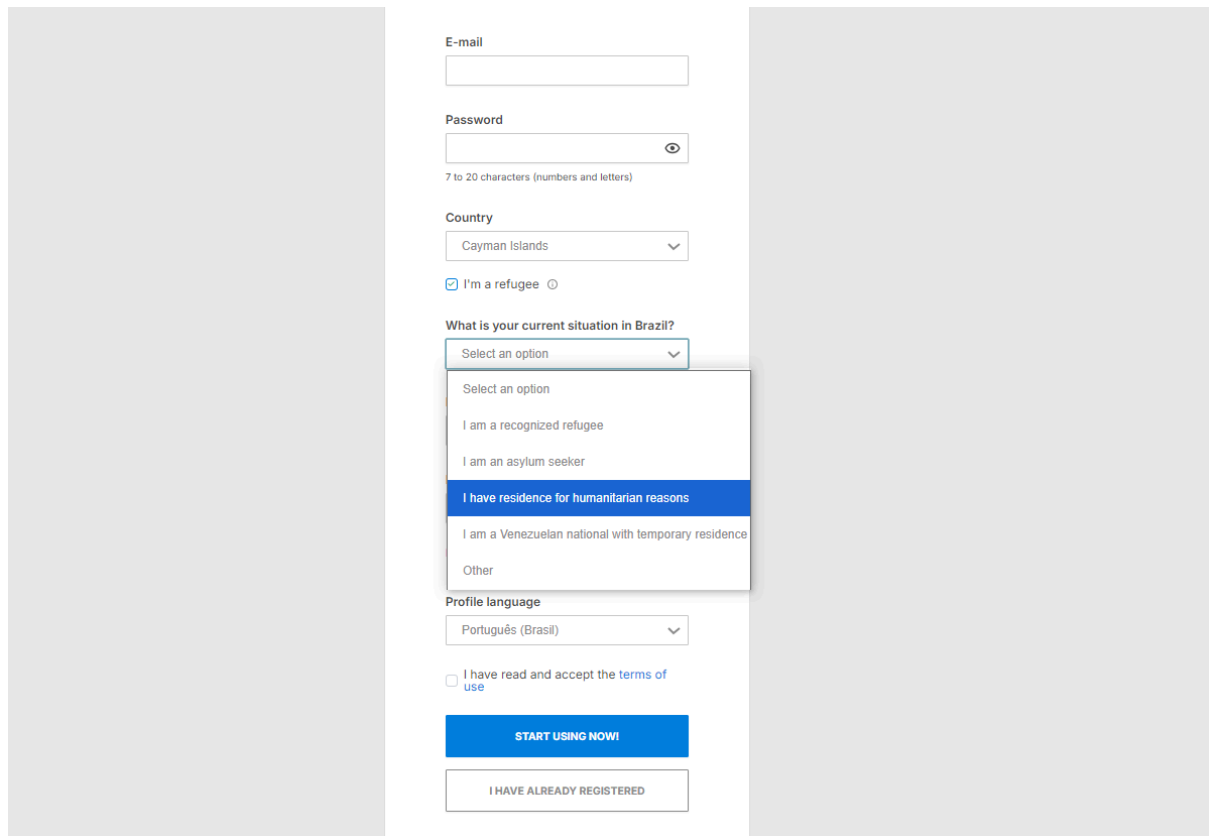
3. By selecting the “I am refugee” option, you can enter your current situation in Brazil

This screenshot shows the 'I'M A BRAZILIAN' section of the registration form. It includes fields for E-mail, Password, and Country (set to 'Cayman Islands'). A radio button for 'I'm a refugee' is selected. Below this is a dropdown menu for 'What is your current situation in Brazil?' with the option 'Select an option'. There is also a 'Document type' dropdown and a 'Document' text field. The 'Profile language' dropdown is set to 'Português (Brasil)'. At the bottom, there are two buttons: 'START USING NOW!' (highlighted in blue) and 'I HAVE ALREADY REGISTERED'.

4. Four options will appear: I am a recognized refugee, I am applying for refugee status, I have a residence for the purpose of humanitarian reception, I am a

Venezuelan national with temporary residence or Other. You can then choose the type of document you wish to provide.

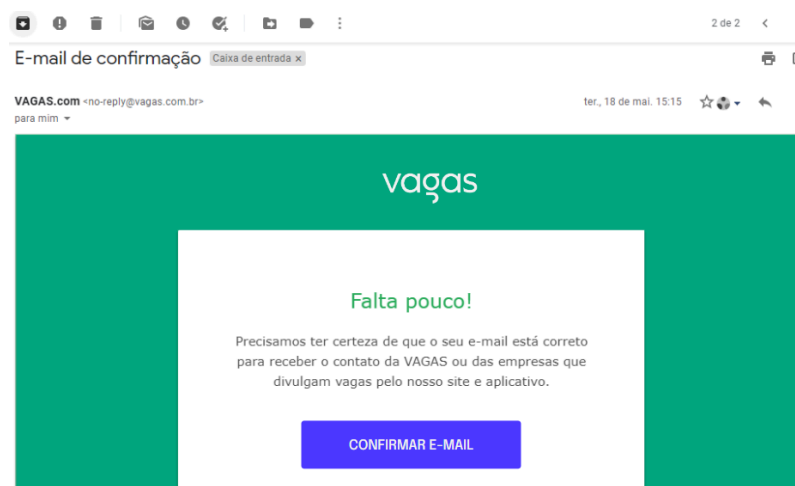
Don't forget to read and accept the Terms of Use. After that, click on "Start using now!"



The image shows a registration form for VAGAS. The form includes the following fields and options:

- E-mail:** A text input field.
- Password:** A text input field with a visibility toggle (eye icon). Below it, a note says "7 to 20 characters (numbers and letters)".
- Country:** A dropdown menu currently showing "Cayman Islands".
- I'm a refugee** (with a help icon).
- What is your current situation in Brazil?:** A dropdown menu with the following options:
 - Select an option
 - I am a recognized refugee
 - I am an asylum seeker
 - I have residence for humanitarian reasons** (highlighted in blue)
 - I am a Venezuelan national with temporary residence
 - Other
- Profile language:** A dropdown menu currently showing "Português (Brasil)".
- I have read and accept the terms of use** (with a link to "terms of use").
- START USING NOW!** (blue button)
- I HAVE ALREADY REGISTERED** (white button)

5. 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



6. 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

7. 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	▼

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	▼	Curriculum Fill
Objectives	▼	Fill out your resume to apply for job openings :D
Professional Resume	▼	20%
Academic and Complementary training	▼	WHAT IS MISSING? ^
Languages	▼	PERSONAL INFORMATION ADDRESS
Professional history	▼	CONTACT INFORMATION ROLE
Additional information	▲	AREAS OF INTEREST
		REGION OF INTEREST
		LEVEL OF EDUCATION COURSE
Additional information	EDIT	View open curriculum
#workshopvagaseacnur		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 using your username/login and password.
2. On your services page, click on "Update Resume".

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 ▲

 Daniela Fictícia Lima EDIT

Email: danielificticia2@gmail.com EDIT

Personal Data (Required) EDIT

What gender identity do you identify with? Mulher Cisgênero
Age: 32 years old.
Country: United States
Documents: SSN (Social Security Number) (USA) (US) 12827379880

Racial Declaration: Black ? EDIT





Vagas.com believes in equal rights and opportunities for all people. For this reason, we are collecting information on the candidates' racial self-declaration, according to the IRGE's identifications and terminologies

Curriculum Fill

Just missing some information to have a champion resume!

92%

WHAT IS MISSING? ▼

-  View open curriculum
-  View Addendums
-  Privacy Settings
-  Download CV in PDF





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

Curriculum Fill

Just missing some information to have a champion resume!

92%

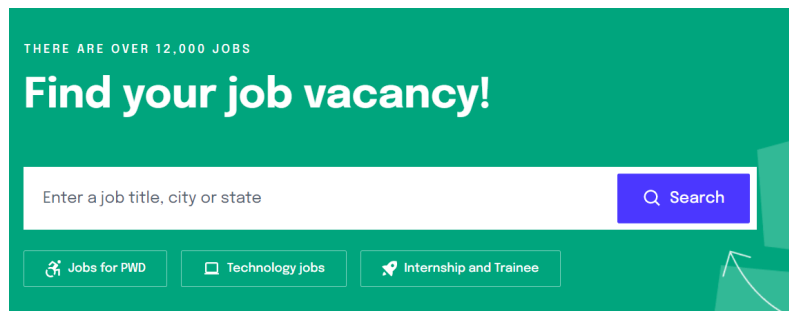
WHAT IS MISSING? ▼

-  View open curriculum
-  View Addendums
-  Privacy Settings
-  Download CV in PDF

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

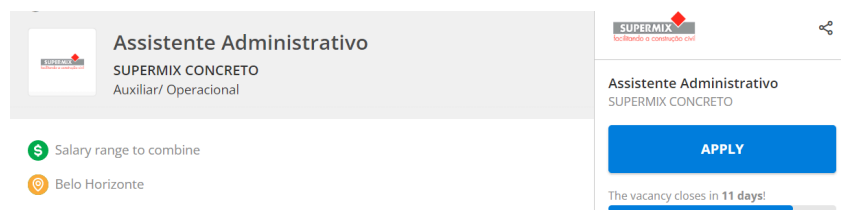
1. On the main page of [Vagas.com.br](https://vagas.com.br) there is a search bar where you can search for job opportunities by job title, area, location, or company. After entering what you are looking for, click the "Search" button:



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
v1281976 OPERADOR FERROVIÁRIO - AUXILIAR DE MAQUINISTA	<ul style="list-style-type: none">• Teste conhecimentos gerais/suas habilidades - 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 <https://ajuda.vagas.com.br/portal/pt-br/kb/categoria>.

Good luck!