



BUILD SOMETHING AMAZING

How to create a profile and apply for a job

Access the Boeing Careers Home Page

1. Go to www.boeing.com/careers, scroll below photo and select "My Account" on the far right.

Log in or Register as a New User

1. Under My Account, select "Login/Register".
2. Read the Privacy Agreement, and select "I Accept" to proceed.
3. The Login page will appear. Select "New User".
4. The "New User Registration" page will appear. Complete all mandatory fields and click "Register".

Upload Resume or Curriculum Vitae (CV)

1. On the "Resume/CV Upload" page, select one of the following three options:
 - a. Upload data from LinkedIn
 - b. Upload a resume/CV
 - c. Fill out the online submission manually
2. Select "Save and Continue".
3. If uploading a resume/CV, review your personal information to ensure that all fields have auto-populated correctly, then select "Save and Continue".

Enter Education and Certifications

1. Enter any diplomas, degrees or certifications you've obtained. (Note: For a certification, choose "Technical Diploma".)
2. Select "Add Education" to list more than one diploma or certificate.

Enter Employment History

Enter Preferences and Add Attachments

1. Under "Career Preferences," complete "Job Posting Notification" then select your applicable "Employment Preferences".
2. To be notified whenever a new job matching your preferences is posted, you must check the box beside "Send an email notification whenever a new position matching this profile is posted".
3. "File Attachments" is an optional field. You can attach files to support your profile (cover letter, certifications, additional versions of resume, etc.)

Complete Profile

1. "Summary" displays completed profile information. To modify the information, click "Edit" next to the relevant section.
2. Click "Submit" to complete profile. "Thank You, Process Completed" screen appears, confirming your submission.

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Search and Apply for Positions

1. From boeing.com/careers, enter a search term or select “Advanced Search” to search for jobs by keyword, category, or location.
2. On the results page, select the job title to view specific job information. Use Filter Results to expand or narrow your selections.
3. On the specific job page, select “Apply” to apply for the job.
4. Read the Privacy Agreement and click “I Accept” to proceed.

Note: If you are not already logged in, you will be prompted to do so.

5. Review information on each of the pages, filling in or updating information as applicable, and click “Save and Continue.”
6. Read the “eSignature” page, provide information requested, and click “Save and Continue.”
7. “Summary” displays completed job submission information. To modify the information, click “Edit” next to the relevant section.
8. Click “Submit” to complete job submission.

Tips and Helpful Hints

- When registering as a new user, ensure that your password does not contain your username.
- When uploading a resume for the first time, Careers@Boeing will automatically pull out key fields into the applicable sections of your profile.
- Remember to **verify each section** to ensure information transferred accurately.
- **Avoid clicking your browser’s back button**, as it may disrupt your application and erase your submission. Instead, use the navigation boxes at the top of the screen to move back to a previous section of your job submission.
- Remember to check your spelling and grammar.
- You may quit the application at any time by clicking the “Quit” button.
- You may access “My Submissions,” “My Job-Cart,” “My Saved Searches,” and “My Referrals” by clicking “My Jobpage” tab.
- You may also access “CAREERS HOME,” “JOB SEARCH,” and “HELP” by clicking the links at the top of the page.