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Why do I need a credential file?

- Credential files are used to provide documents essential to the application process for graduate schools, professional programs and for some employment searches, where multiple copies must be submitted. The credential file contains information about the student's academic background, skills and training, job-related experiences and any other employment-related qualifications. It can also include résumés or curriculum vitae, transcripts, personal statements, professional licenses, publication lists, dissertation abstracts, copies of diplomas, or certificates.
- Credential files are appropriate when seeking full or part-time faculty positions in Higher Education and tend to focus on academic and teaching experience: research/publications; credentials and licenses; special curricular training; and coursework.
- Credential files are a secure way to submit both confidential and non-confidential letters of recommendation. For Information About Requesting Letters, see: "*Reference Letters*" *Career Success Guide*, published by the Career and Professional Development Center and available on the web at http://www.studentaffairs.cmu.edu/career/students_alumni/successguides/pdf/reference-letters-and-lists.pdf

Why Interfolio?

- This service provides a **fast, easy, flexible, accurate**, and **confidential** means of sending your important documents to potential employers.
- You manage **your own unique electronic portfolio**. That includes your resume, cover letter, writing samples, transcripts, and confidential letters of recommendation and more!
- You can **store any document** needed (**up to 5MB!**) for getting that ideal job
- You choose the plan that best fits your needs and best of all you have flexible payment options.