



UVIC CAREERS EXTERNAL CANDIDATES GUIDE

Managing your résumé and cover letters

This guide outlines the process how to manage your résumé and cover letters at the University of Victoria using the UVic Careers system.

Non UVic employee login

Instructions	Screenshot example
Log in to UVic Careers using your email and password. (uvic.mua.hrdepartment.com)	

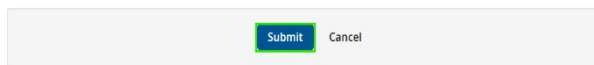
Step 1: Update your résumé

Step	Instructions	Screenshot example
1.1	From the top menu, select “Career Center”, then choose “Résumé” from the drop-down menu.	
1.2	To edit a current résumé, click “Edit Résumé”. Update any fields you wish to change in your current résumé or CV. You may also edit fields at the bottom of the résumé page if additional personal information updates are required. Click “Submit” to save your résumé.	

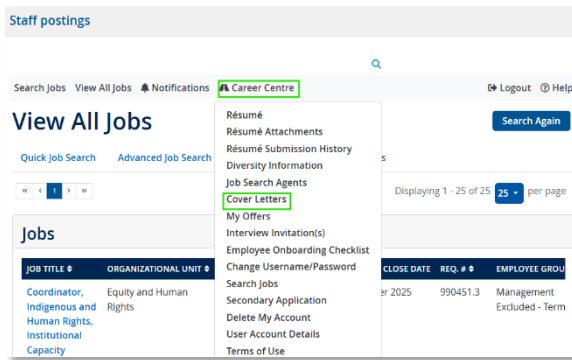
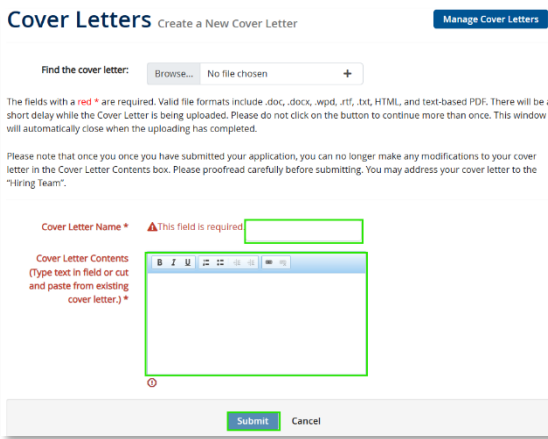
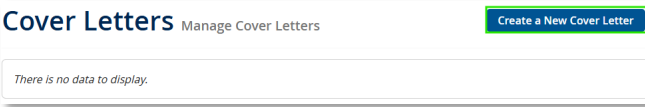
- 1.3** Instead of editing your résumé directly, you may upload a new résumé using the Upload Résumé/CV option. Uploading a new file will replace any information saved previously.

To replace your résumé, click Upload Résumé, select your file, then review and edit as needed.

Click **“Submit”** to save your résumé.

A screenshot of a form's bottom section, showing a light gray bar with two buttons: a green 'Submit' button and a gray 'Cancel' button.

Step 2: Manage cover letters

Step	Instructions	Screenshot example
2.1	Click Career Center and choose Cover Letters from the drop-down menu.	 A screenshot of the 'Staff postings' page. The 'Career Centre' link in the top navigation bar is highlighted with a green box. A dropdown menu is open, showing various options, with 'Cover Letters' highlighted by a green box. Below the menu, a table of job postings is visible with columns for Job Title, Organizational Unit, Close Date, Req. #, and Employee Group.
2.2	Click Create a New Cover Letter. Enter the content of your cover letter in the Contents field, and provide a cover letter name (e.g., 'Administrative Assistant – Sept 2025'). Click “Submit” to save your cover letter. Tip: You may create and save multiple cover letters to use for different job applications.	  Two screenshots of the 'Cover Letters' interface. The top screenshot shows the 'Create a New Cover Letter' form, with the 'Cover Letter Name' field highlighted by a green box and a red asterisk indicating it is required. The bottom screenshot shows the 'Cover Letters' management page, with the 'Create a New Cover Letter' button highlighted by a green box.