
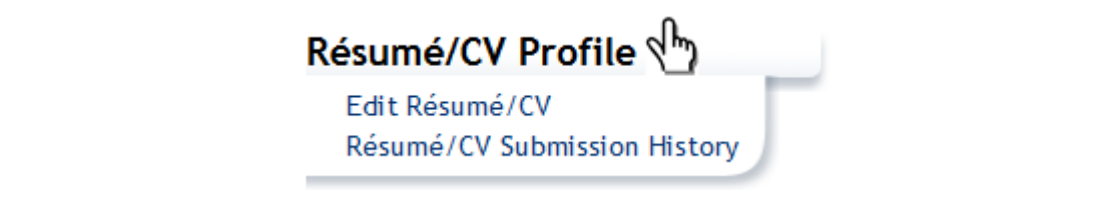
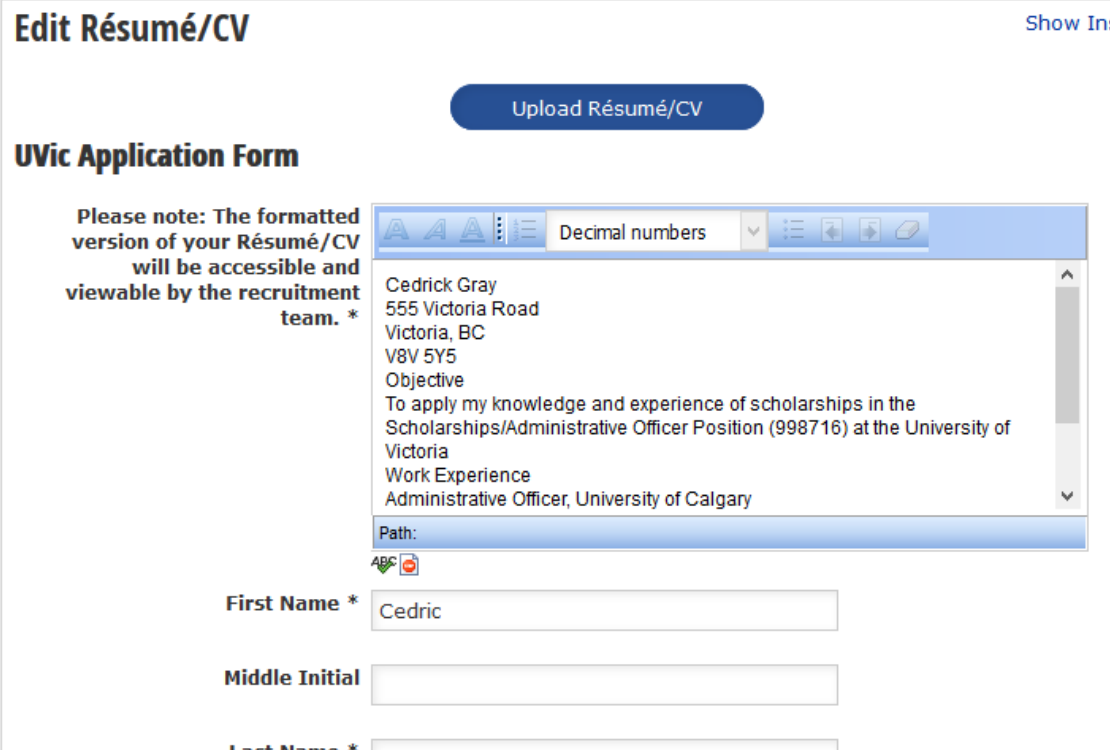


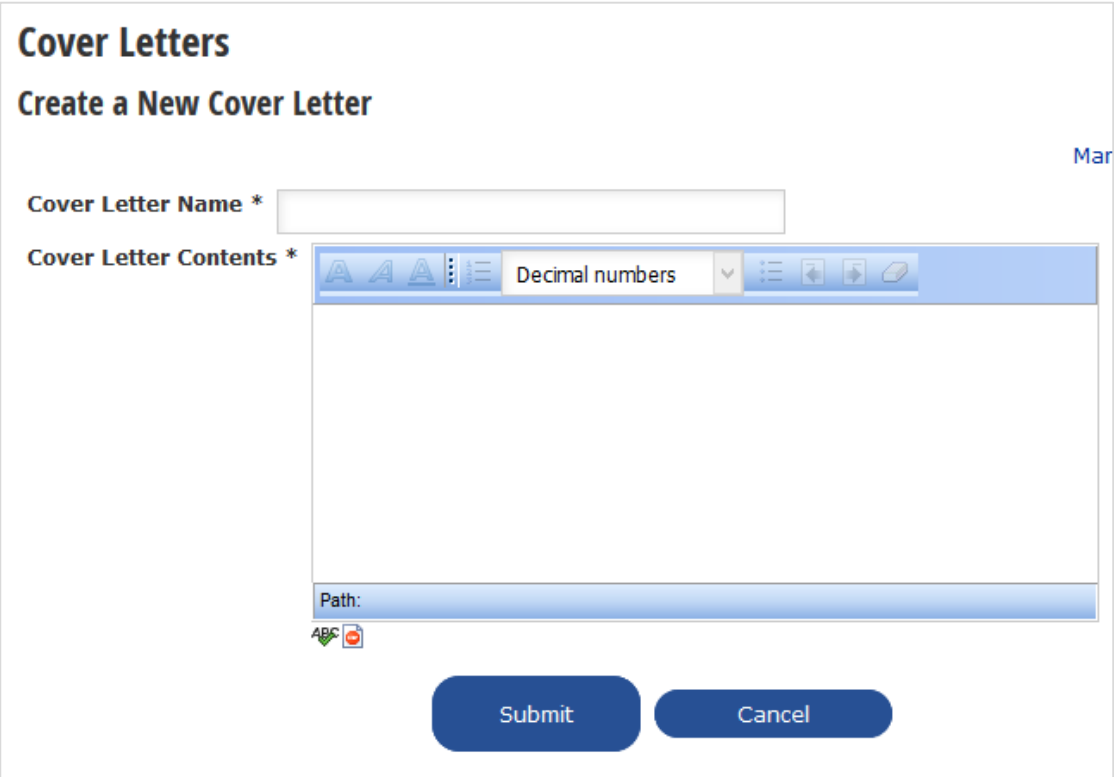


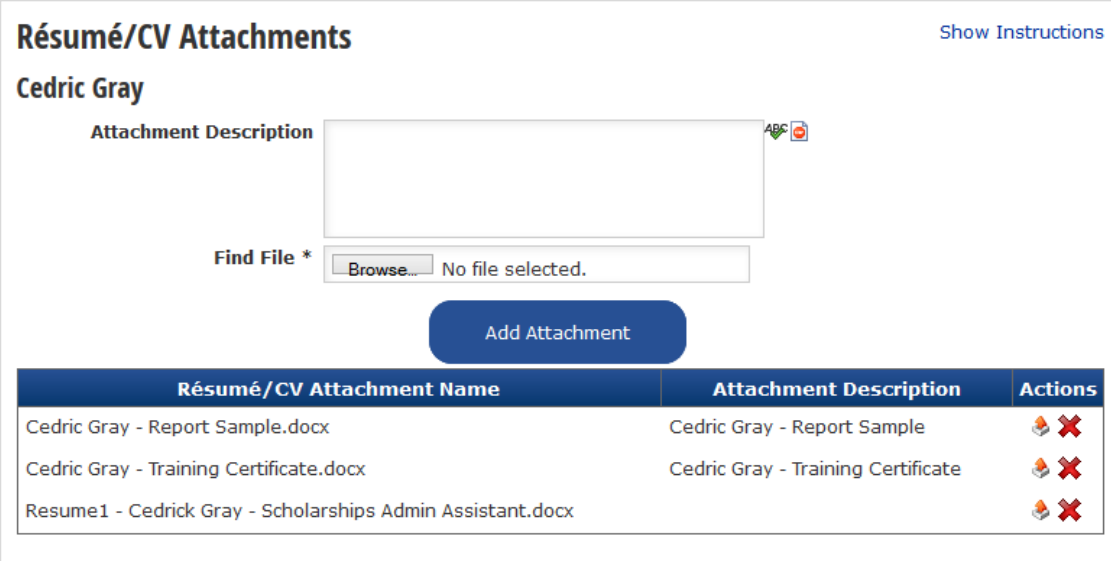
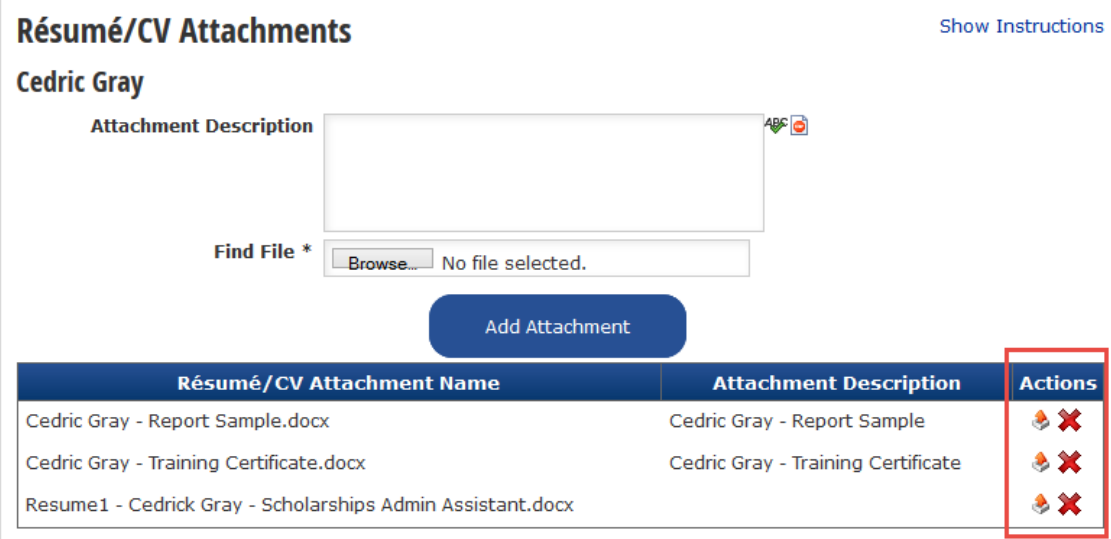
Manage your resumé and cover letters

This quick guide describes how to manage your resumé and cover letters in the UVic Careers system. More resources: www.uvic.ca/hr/careers/home/apply/

#	Instructions	Screenshot
1	<p>Editing your resumé</p> <p>Log in to UVic Careers and choose Resumé/CV from the Career Centre menu.</p>	 <p>The screenshot shows the 'Career Centre' navigation menu. The 'Résumé/CV' option is highlighted with a red box. Other options include 'Résumé/CV Attachments', 'Résumé/CV Submission History', 'Diversity Information', and 'Job Search Agents'. On the right side, there are links for 'Cover Letters', 'Change Username/Password', 'Search Jobs', and 'User Account Details'.</p>
2	<p>From the Resumé/CV Profile screen, mouse over the page title and choose Edit Resumé/CV.</p>	 <p>The screenshot shows the 'Résumé/CV Profile' page. A mouse cursor is hovering over the page title, which has opened a dropdown menu. The menu contains two options: 'Edit Résumé/CV' and 'Résumé/CV Submission History'.</p>
3	<p>Edit any information you wish to change. Fields displayed in red text are required.</p> <p>Select the Submit button to save your changes.</p> <p>Tip: You may use the Upload Resumé/CV option instead of editing your current UVic Careers resumé. If you upload a new resumé, it will replace any information you</p>	 <p>The screenshot shows the 'Edit Résumé/CV' form. At the top, there is a button labeled 'Upload Résumé/CV'. Below it is the 'UVic Application Form' section. A note states: 'Please note: The formatted version of your Résumé/CV will be accessible and viewable by the recruitment team. *'. There is a rich text editor area containing the following text: 'Cedrick Gray', '555 Victoria Road', 'Victoria, BC', 'V8V 5Y5', 'Objective', 'To apply my knowledge and experience of scholarships in the Scholarships/Administrative Officer Position (998716) at the University of Victoria', 'Work Experience', 'Administrative Officer, University of Calgary'. Below the text area are input fields for 'First Name *' (Cedric), 'Middle Initial', and 'Last Name *' (Gray).</p>

#	Instructions	Screenshot
	had previously saved.	
4	<p>Managing cover letters</p> <p>From the Career Centre menu, select Resumé/CV Cover Letters.</p>	 <p>The screenshot shows the 'Career Centre' navigation menu. The item 'Résumé/CV Cover Letters' is highlighted with a red rectangular box. Other menu items include 'Résumé/CV', 'Résumé/CV Attachments', 'Résumé/CV Submission History', 'Diversity Information', 'Job Search Agents', 'Candidate Offers', 'Interview Invitation History', 'Interview Invitation(s)', 'Onboarding New Hire Checklist', 'Change Username/Password', 'Search Jobs', and 'User Account Details'.</p>
5	<p>From the Cover Letters screen, mouse over the page title and choose Create a New Cover Letter.</p>	 <p>The screenshot shows the 'Cover Letters' page title. A mouse cursor is hovering over the title, and a callout box appears with the text 'Create a New Cover Letter'.</p>
6	<p>Enter a name in the Cover Letter Name field.</p> <p>Enter the content of your cover letter in the Cover Letter Contents field. You can cut and paste from a file on your computer if you wish.</p> <p>Tip: At this time it is not possible to upload a cover letter.</p> <p>Select the Submit button to save your letter.</p>	 <p>The screenshot shows the 'Cover Letters - Create a New Cover Letter' form. It includes a 'Cover Letter Name *' text input field, a 'Cover Letter Contents *' rich text editor with a toolbar (including 'Decimal numbers'), a 'Path:' field, and 'Submit' and 'Cancel' buttons at the bottom.</p>

#	Instructions	Screenshot
7	<p>A success message will display at the top of the Manage Cover Letters screen.</p> <p>This screen shows a list of all the cover letters you have saved.</p>	
8	<p>From the list of cover letters, you have the option to Edit or Delete each letter. Select the appropriate icon in the Actions column.</p>	
9	<p>Manage attachments</p> <p>You may wish to add an attachment to your application, such as proof of your educational qualifications or reference letters.</p> <p>You can upload a maximum of 10 attachments.</p>	
10	<p>From the Career Centre menu, choose Resumé/CV Attachments.</p>	

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11	<p>A list of any attachments that you have previously uploaded will appear.</p> <p>To upload a document, enter a description/name for the file in the Attachment Description field. Select Browse.</p> <p>Find the file on your computer, select it and choose the <i>Open</i> button. The name of the file will display in the Find File field.</p> <p>Tip: The maximum file size for an attachment is 500 KB.</p> <p>Choose the Add Attachment button.</p>	 <p>Résumé/CV Attachments Show Instructions</p> <p>Cedric Gray</p> <p>Attachment Description <input type="text"/></p> <p>Find File * <input type="text" value="Browse..."/> No file selected.</p> <p>Add Attachment</p> <table border="1"> <thead> <tr> <th>Résumé/CV Attachment Name</th> <th>Attachment Description</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Cedric Gray - Report Sample.docx</td> <td>Cedric Gray - Report Sample</td> <td> </td> </tr> <tr> <td>Cedric Gray - Training Certificate.docx</td> <td>Cedric Gray - Training Certificate</td> <td> </td> </tr> <tr> <td>Resume1 - Cedrick Gray - Scholarships Admin Assistant.docx</td> <td></td> <td> </td> </tr> </tbody> </table>	Résumé/CV Attachment Name	Attachment Description	Actions	Cedric Gray - Report Sample.docx	Cedric Gray - Report Sample		Cedric Gray - Training Certificate.docx	Cedric Gray - Training Certificate		Resume1 - Cedrick Gray - Scholarships Admin Assistant.docx		
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12	<p>To download or delete your attachments from the Resumé/CV Attachments screen, use the action buttons on the right.</p>	 <p>Résumé/CV Attachments Show Instructions</p> <p>Cedric Gray</p> <p>Attachment Description <input type="text"/></p> <p>Find File * <input type="text" value="Browse..."/> No file selected.</p> <p>Add Attachment</p> <table border="1"> <thead> <tr> <th>Résumé/CV Attachment Name</th> <th>Attachment Description</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Cedric Gray - Report Sample.docx</td> <td>Cedric Gray - Report Sample</td> <td> </td> </tr> <tr> <td>Cedric Gray - Training Certificate.docx</td> <td>Cedric Gray - Training Certificate</td> <td> </td> </tr> <tr> <td>Resume1 - Cedrick Gray - Scholarships Admin Assistant.docx</td> <td></td> <td> </td> </tr> </tbody> </table>	Résumé/CV Attachment Name	Attachment Description	Actions	Cedric Gray - Report Sample.docx	Cedric Gray - Report Sample		Cedric Gray - Training Certificate.docx	Cedric Gray - Training Certificate		Resume1 - Cedrick Gray - Scholarships Admin Assistant.docx		
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