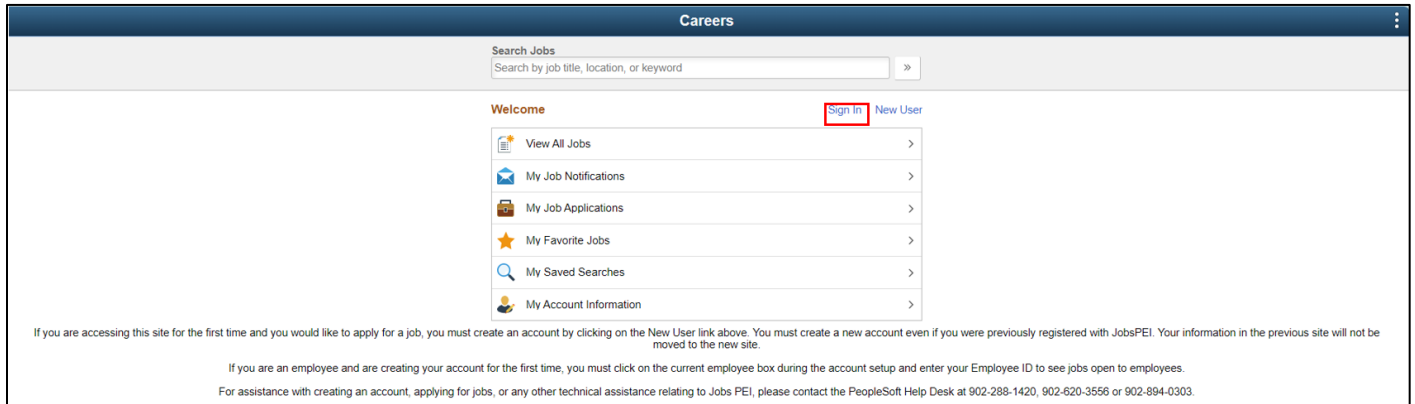


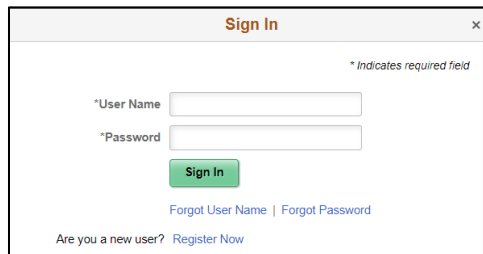
How to Retrieve Your Resume, Cover Letter, and Application Details from Candidate Gateway

RESUME/COVER LETTER

1. Navigate to Candidate Gateway by [clicking here](#).
2. You will be brought to the Careers page. Click “Sign In”.

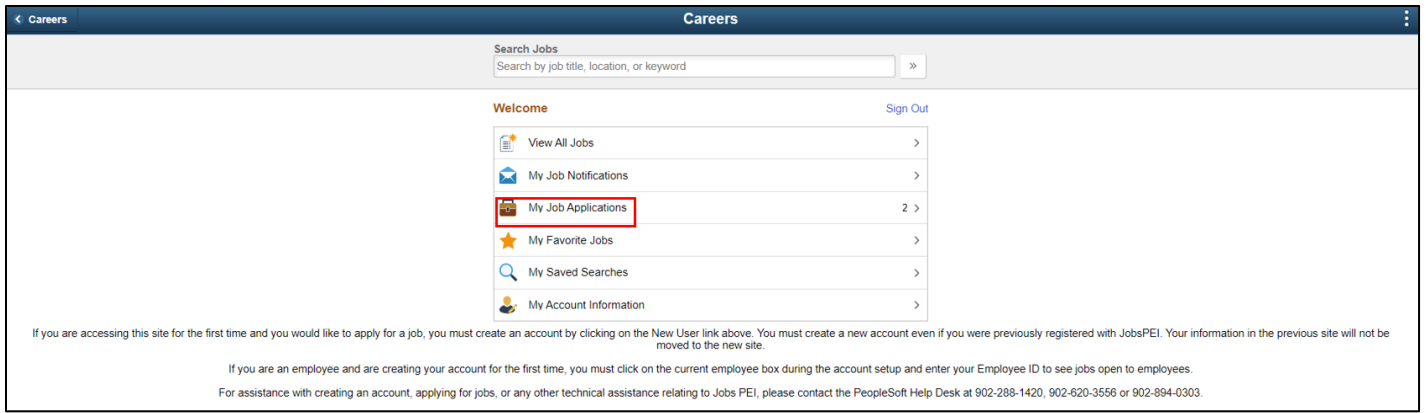


3. Enter your login details and click “Sign In”.



The screenshot shows the 'Sign In' form with two input fields: '*User Name' and '*Password'. A green 'Sign In' button is located below the fields. There are also links for 'Forgot User Name | Forgot Password' and 'Are you a new user? Register Now'. A note at the top right indicates '* Indicates required field'.

4. Once you are logged in, click on “My Job Applications”.

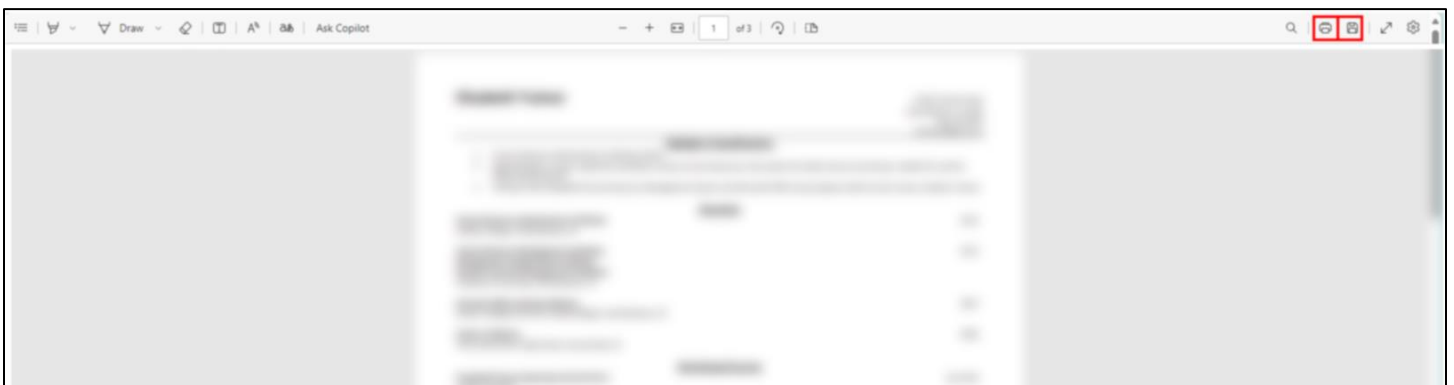


5. You will be brought to the “My Job Applications” page where you can view your application history and any resumes and/or cover letters you have uploaded.



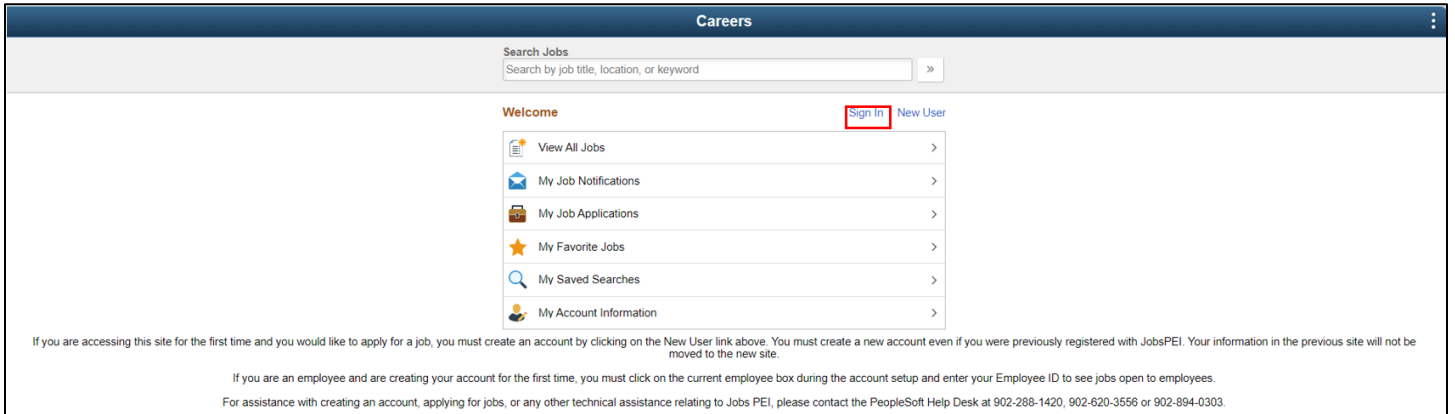
6. To view your resume or cover letter, click the blue text of the resume you want to open from the Attached File column. If you haven't uploaded a resume or cover letter, then there will be a message indicating you have not provided one. Your resume or cover letter should open in a new window.

7. Depending on the browser you are using, your screen may look different than the screenshot. However, there should be versions of the Save and Print buttons in the upper right-hand corner.



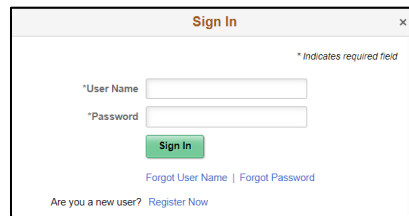
APPLICATION DETAILS

1. Navigate to Candidate Gateway by [clicking here](#).
2. You will be brought to the Careers page. Click “Sign In”.



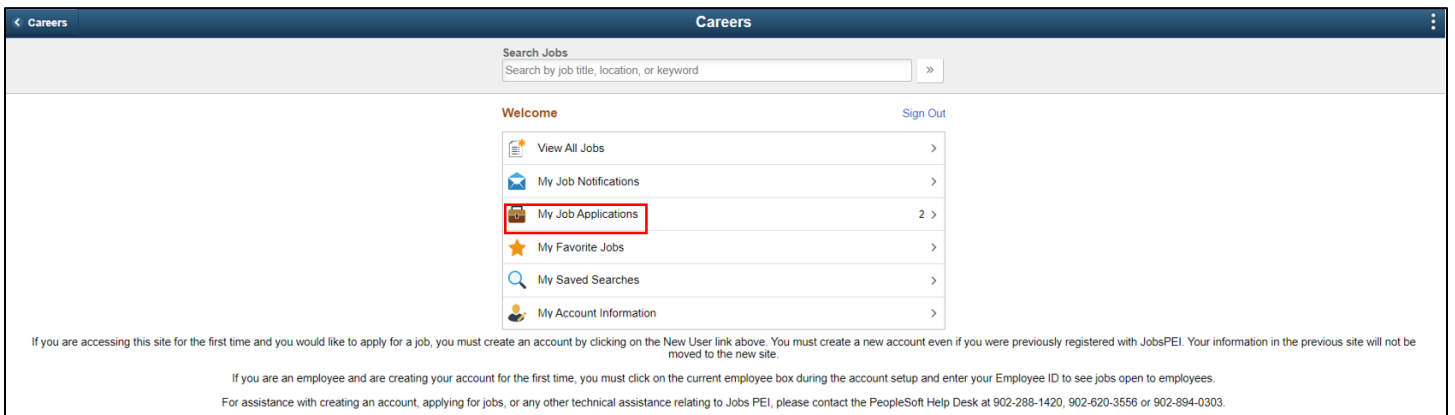
The screenshot shows the 'Careers' page with a search bar at the top. Below the search bar, there is a 'Welcome' section with a 'Sign In' button highlighted in a red box and a 'New User' link. A list of navigation options is visible, including 'View All Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'. At the bottom, there is a disclaimer about account creation and contact information for technical assistance.

3. Enter your login details and click “Sign In”.



The screenshot shows a 'Sign In' form with two input fields: '*User Name' and '*Password'. A green 'Sign In' button is located below the fields. There are also links for 'Forgot User Name | Forgot Password' and 'Are you a new user? Register Now'. A note at the top right indicates '* Indicates required field'.

4. Once you are logged in, click on “My Job Applications”.



The screenshot shows the 'Careers' page after logging in. The 'Sign In' button has been replaced by a 'Sign Out' button. The 'My Job Applications' button in the navigation list is highlighted with a red box and shows a count of '2'. The rest of the page layout, including the search bar and disclaimer, remains the same.

5. You will be brought to the “My Job Applications” page where you can view your application history, resumes, and cover letters.

My Job Applications

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Job Posting Title	161189		Submitted	02/07/2024 3:04PM	02/07/2024 3:25PM	Withdraw >
Job Posting Title	164015	Charlottetown	Submitted	07/31/2024 9:30AM	08/09/2024 9:16AM	Withdraw >

My Resumes

Attached File	Job ID	Resume Title	Date Created
Resume2024.pdf	161189	Resume2024.pdf	02/07/2024 3:23PM
Resume2024.pdf	164015	Resume2024.pdf	02/07/2024 3:23PM

My Cover Letters and Attachments

You have not provided a Cover Letter or Attachment

[Add Attachment](#)

6. To save your application details, you will need to click the arrow to the right of the application you would like to save.

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Job Posting Title	161189		Submitted	02/07/2024 3:04PM	02/07/2024 3:25PM	Withdraw >

7. This will bring you to the “Application Summary” page where you can view the details of each section of your application by clicking the arrow next to the section titles.

The screenshot shows the 'Application Summary' page. At the top, there is a navigation bar with a back arrow and the text 'My Job Applications' on the left, and 'Application Summary' on the right. Below this is a header section with 'Job Posting Title' on the left and a 'View Application' link on the right. The main content area is divided into several sections, each with a dropdown arrow: 'My Contact Information', 'Jobs Applied For', 'Resume Attachment', 'Work Experience', 'Job Training', 'Degrees', 'School Education', 'Areas of Study', 'Licenses and Certifications', 'Language Skills', 'Memberships', and 'Referrals'. The 'Jobs Applied For' section is highlighted with a red box. The 'My Contact Information' section is expanded, showing fields for Email, Phone, Address, and Contact Method.

8. Alternatively, you can click “View Application” on the right-hand side of the page to open a PDF version which you can then print or save.

This screenshot is identical to the one above, showing the 'Application Summary' page. However, in this version, the 'View Application' link in the top right corner is highlighted with a red box, indicating the alternative action mentioned in the text.