

Downloading Your Resume from TalentFlow

Purpose

Use this task to download your resume on TalentFlow.

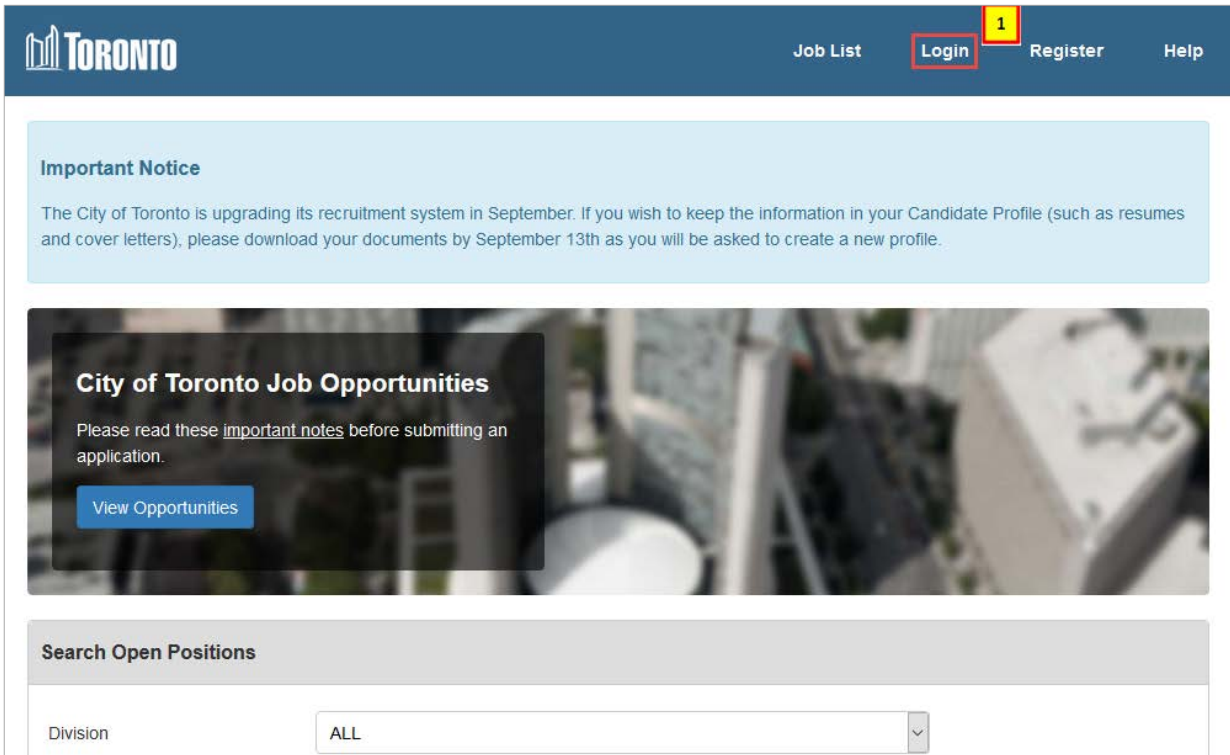
Prerequisites

User must have access to the internet.

Helpful Hints

User can download resume(s) and cover letter(s) from the job seeker desktop or application history.

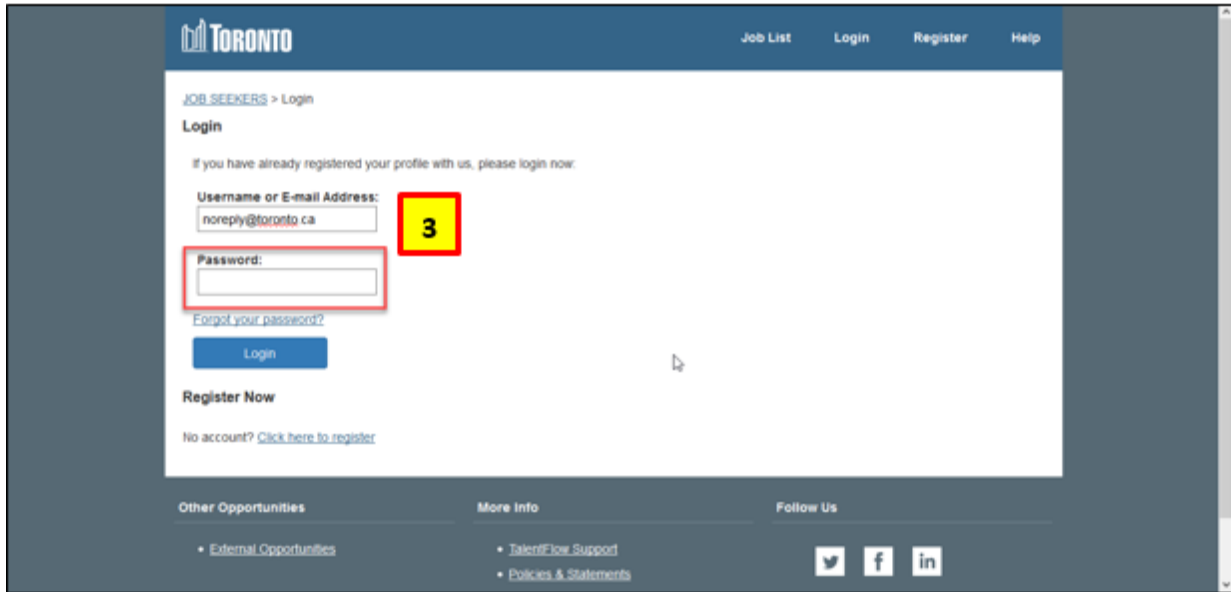
Logging into TalentFlow



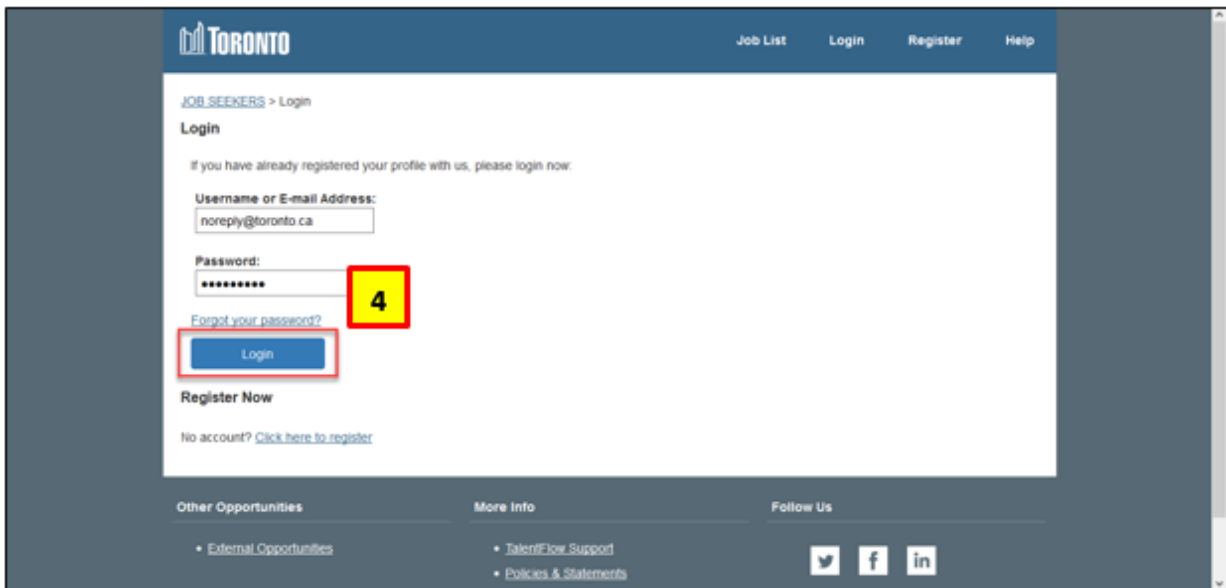
| Step | Action |
|------|--|
| 1 | From the Current Job Opportunities page, click on Login |



| Step | Action |
|------|--|
| 2 | Enter your username or E-mail address used at the time of registration on TalentFlow |

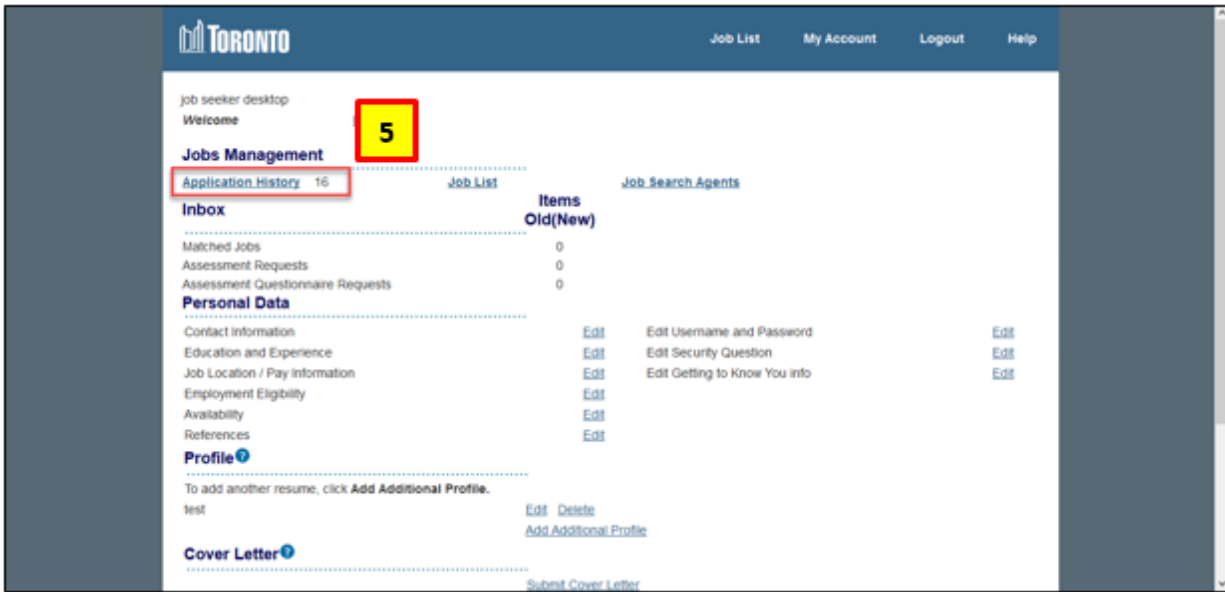


| Step | Action |
|------|--|
| 3 | Enter your password NOTE: If you do not know your password, click on Forgot your Password and follow the instructions to reset your password |

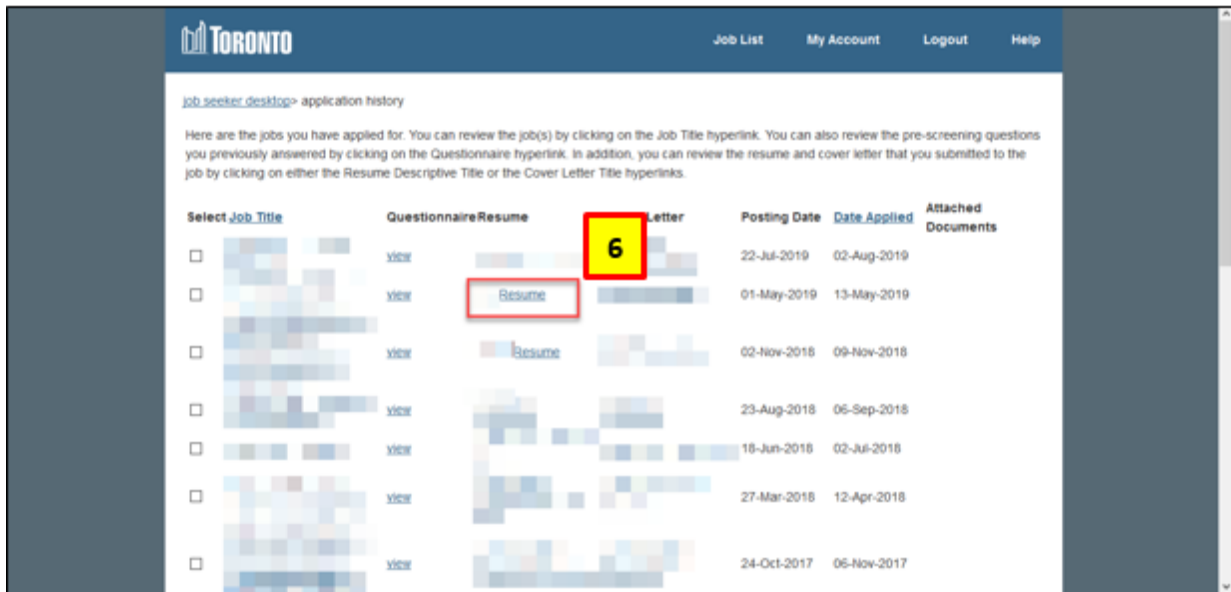


| Step | Action |
|------|-----------------------|
| 4 | Click on Login |

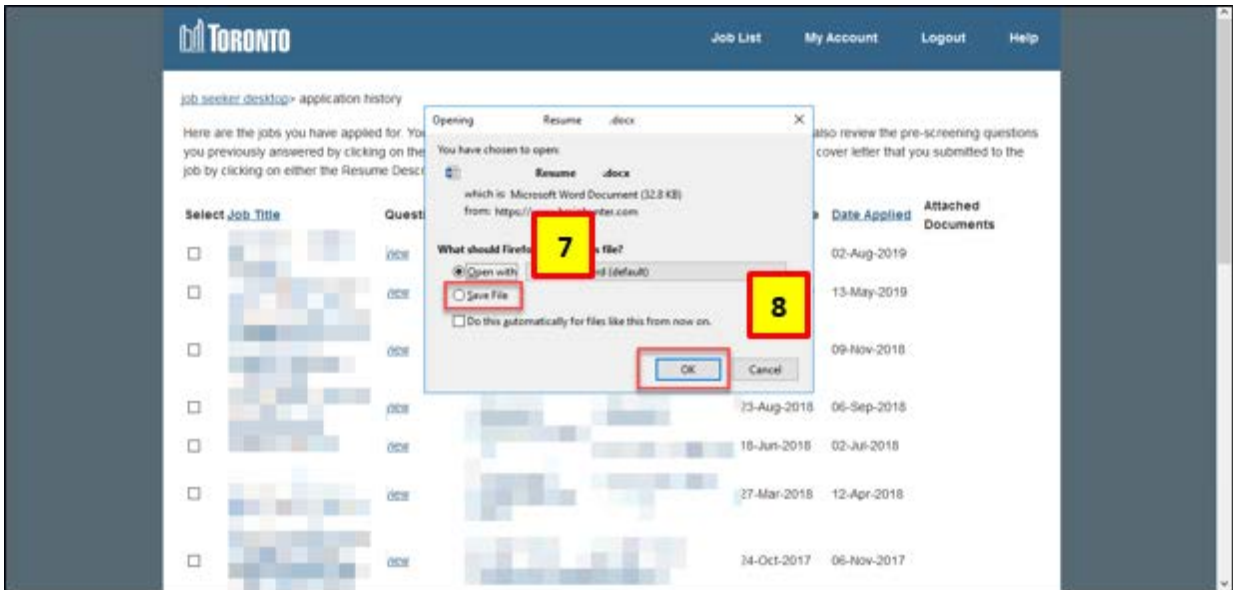
Downloading a Resume from the Application History



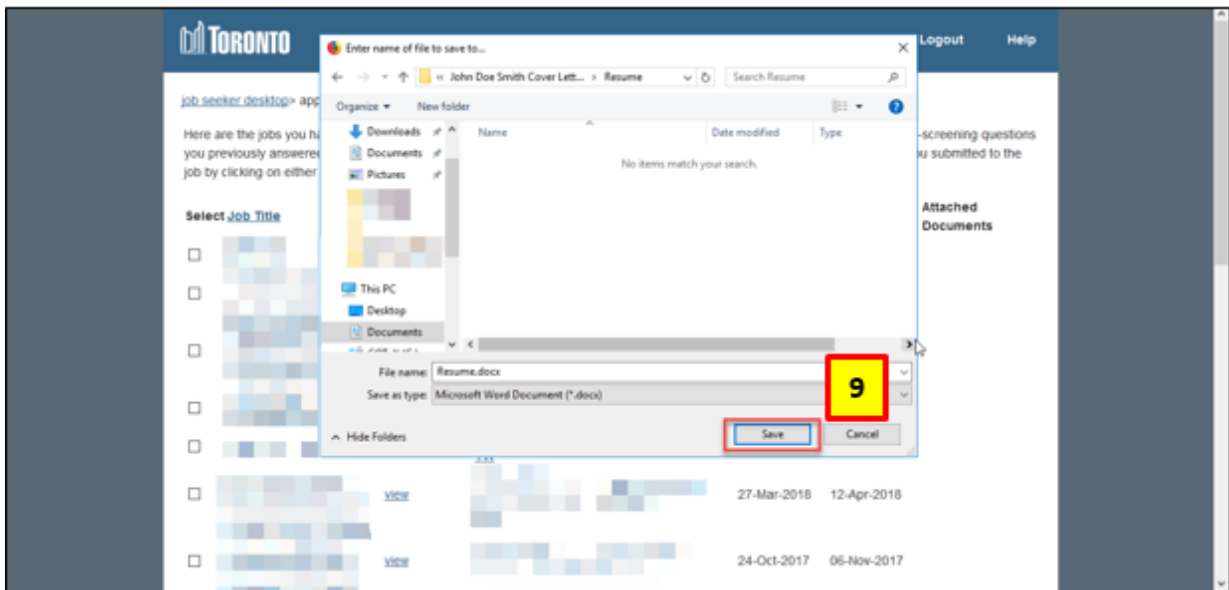
| Step | Action |
|------|---|
| 5 | You are on the job seeker desktop page. Click on Application History |



| Step | Action |
|------|--|
| 6 | Locate the Resume you would like to download and click on the link of the document |



| Step | Action |
|------|-------------------------|
| 7 | Select Save File |
| 8 | Click on OK |



| Step | Action |
|------|--|
| 9 | Locate the folder you would like to save the file and click on Save NOTE: Your resume will download in the original file format that it was saved in. For resumes that were created in the Build a Resume format, the file will download in an HTML file format |

Downloading a Resume or Cover Letter from the Job Seeker Desktop

Profile ?

To add another resume, click **Add Additional Profile**.

Support Assistant B

[Edit](#) [Delete](#)
[Add Additional Profile](#)

| Step | Action |
|------|--|
| 1 | From the job seeker desktop, click on Edit link beside the resume to download |

[job seeker desktop](#) > edit professional profile

Professional Profile - Step 3 of 4

You can store up to 3 profiles (resumes) in your Job Seeker's Desktop! When applying to a job, you can attach one of these profiles to your application. (required fields are marked with *)

To upload your resume, you will need to have already created and saved your document as a Microsoft Word (DOC or DOCX), PDF, RTF or HTML document. To upload your document using the File Manager, you must browse for the resume you saved on your computer, disk or USB stick.

Profile Title / Job Stream

Enter a name for your profile (resume) in the Descriptive Title field and select a Job Stream from the drop down list that best represents the type of job you want.

Descriptive Title*

Job Stream*

Resume

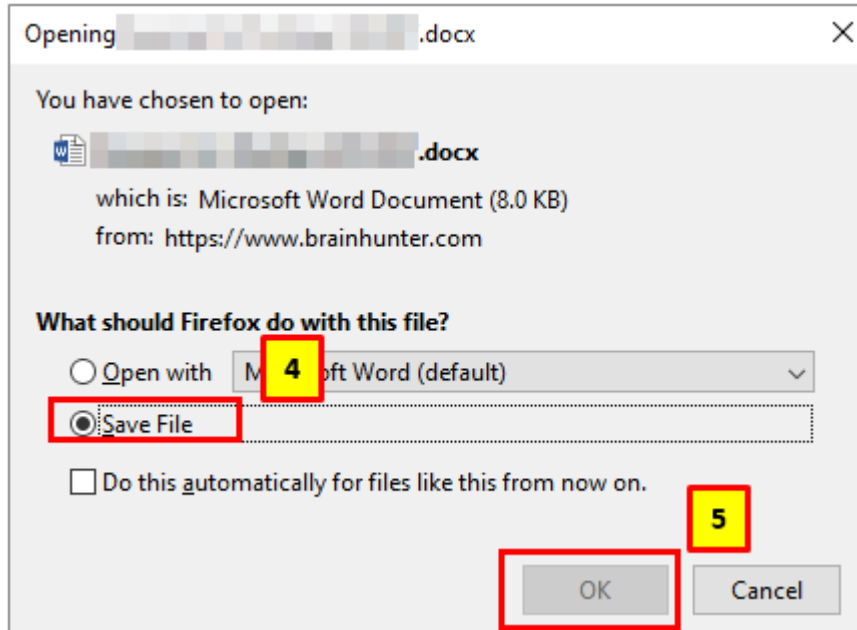
If you have an existing resume, you may upload it using the File Manager [File Manager](#)

| Step | Action |
|------|------------------------------|
| 2 | Click on File Manager |

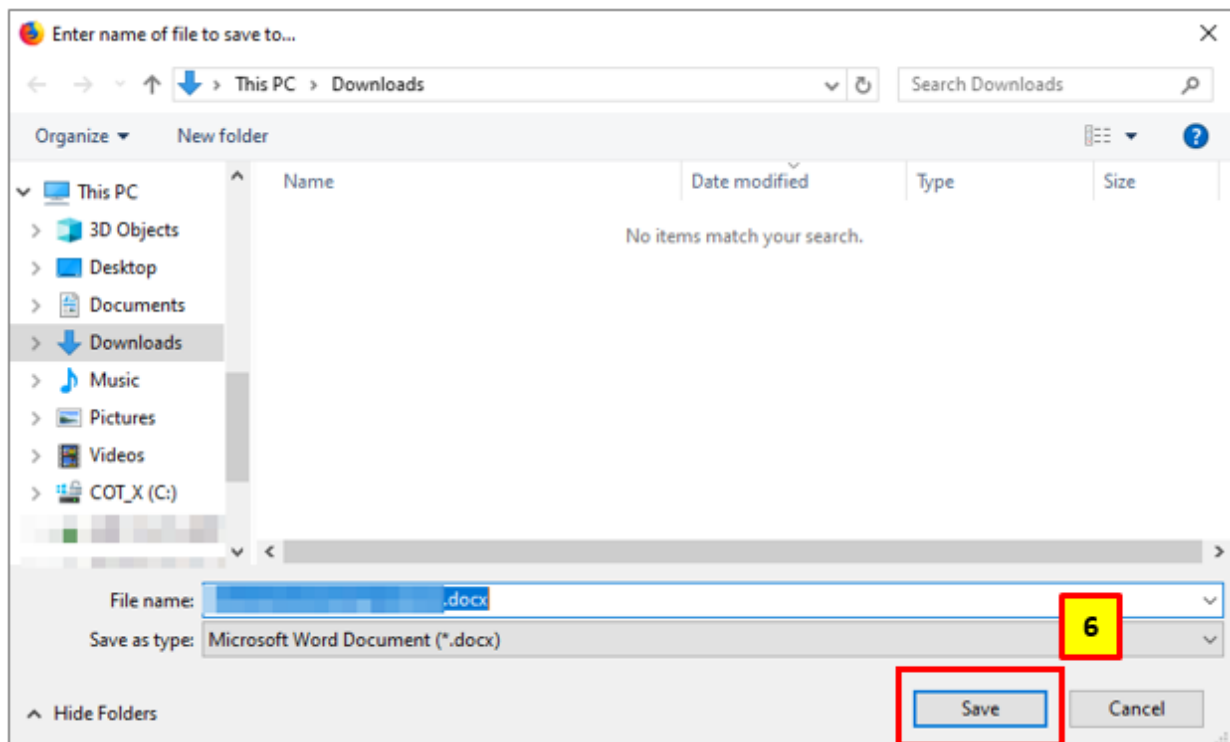
| Title | File Name | Type |
|-------------------------------------|---------------|---------|
| Support Assistant B | my resume.pdf | Resumes |

[Update](#) [Delete](#) [Return & Attach](#)

| Step | Action |
|------|---|
| 3 | Click on the link of the file name to be downloaded |



| Step | Action |
|------|-------------------------|
| 4 | Select Save File |
| 5 | Click Ok |



| Step | Action |
|------|--|
| 6 | Locate the folder you would like to save the file and click on Save |

Cover Letter?

Support Assistant B

7 [Edit](#) [Delete](#)
[Add Additional Cover Letter](#)

| Step | Action |
|------|------------------------|
| 7 | Click on the edit link |

| Title | File Name | Type |
|--|---------------------|--------------|
| 8 Support Assistant B | my cover letter.pdf | Cover Letter |

| Step | Action |
|------|--|
| 8 | Click on the link of the file name to be downloaded and repeat step 4 in the current section of Downloading a Resume or Cover Letter from the Job Seeker Desktop |

Outcome

You have successfully downloaded your resume from TalentFlow.