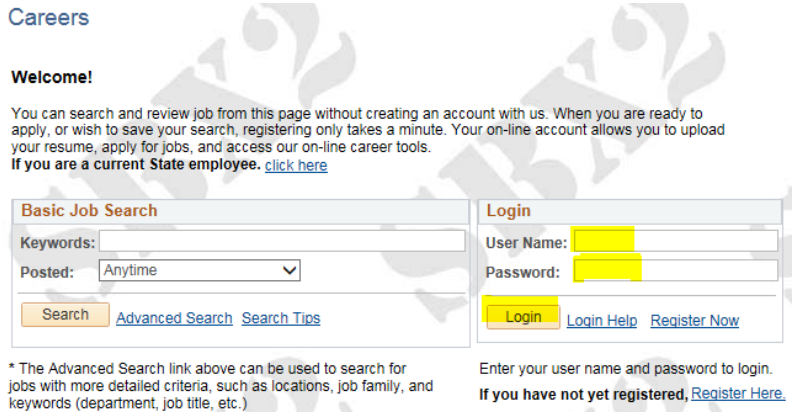
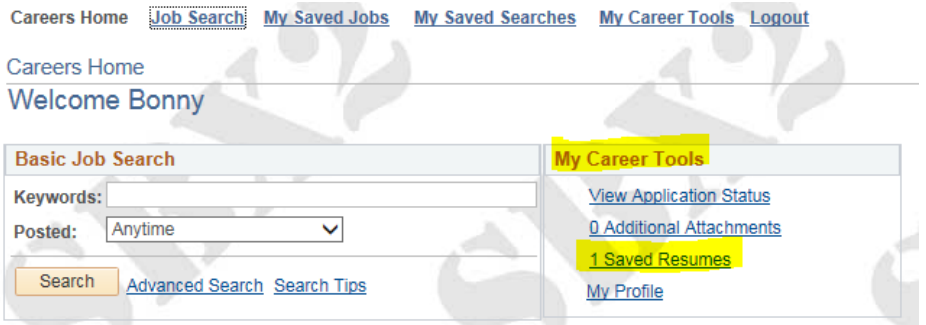
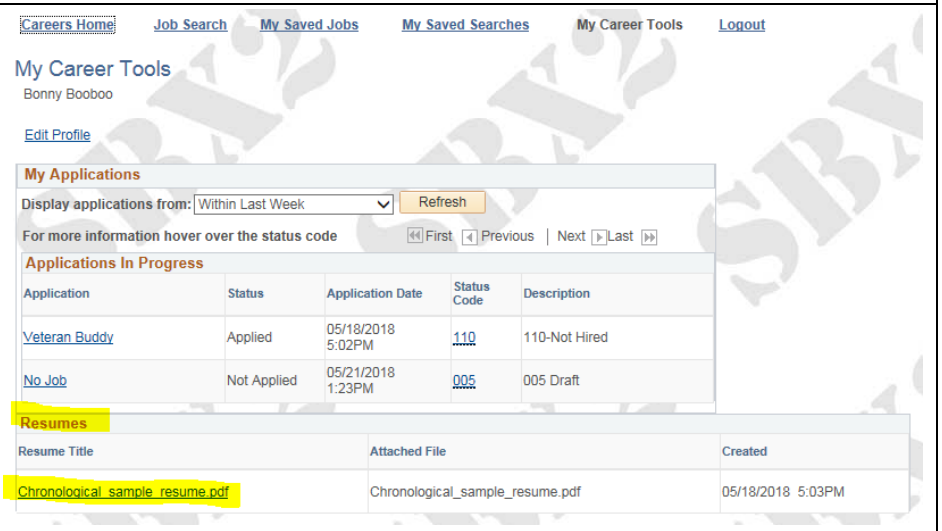
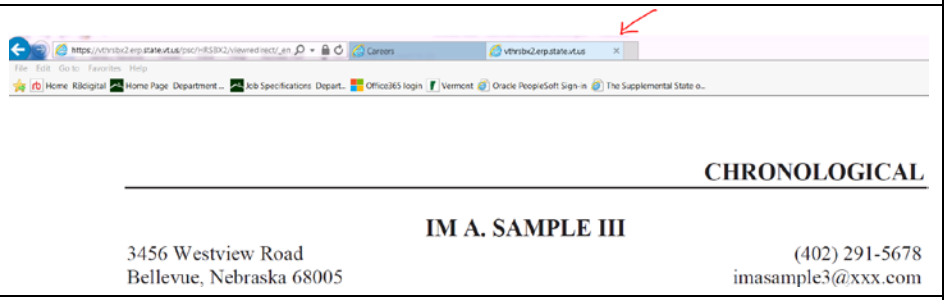
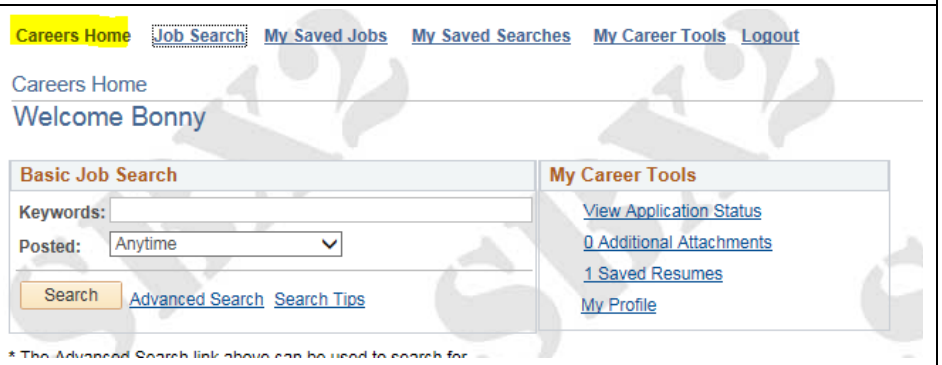
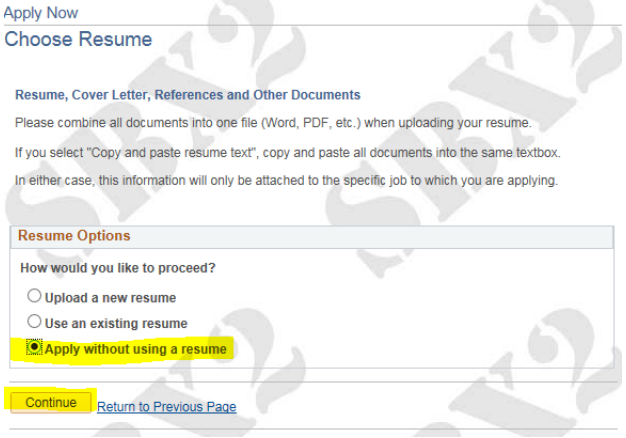
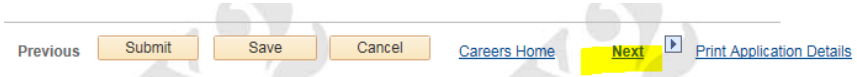
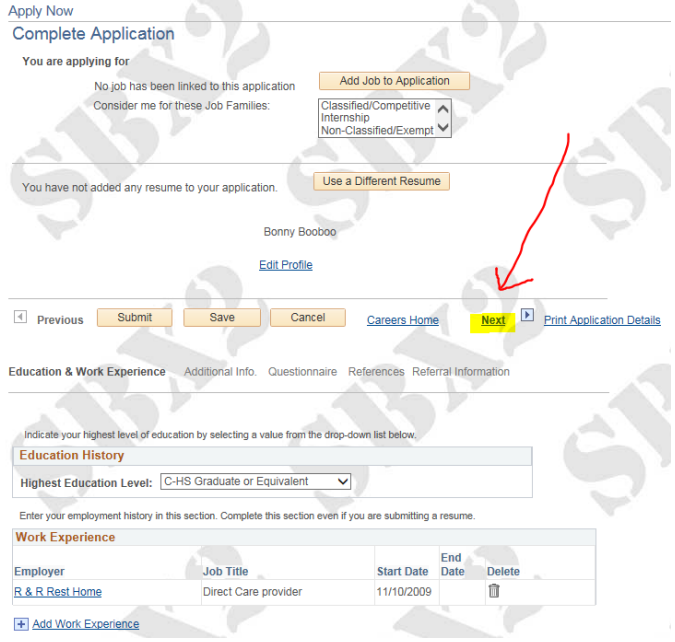
State of Vermont Career Center

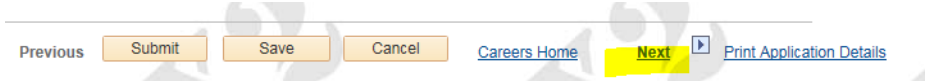
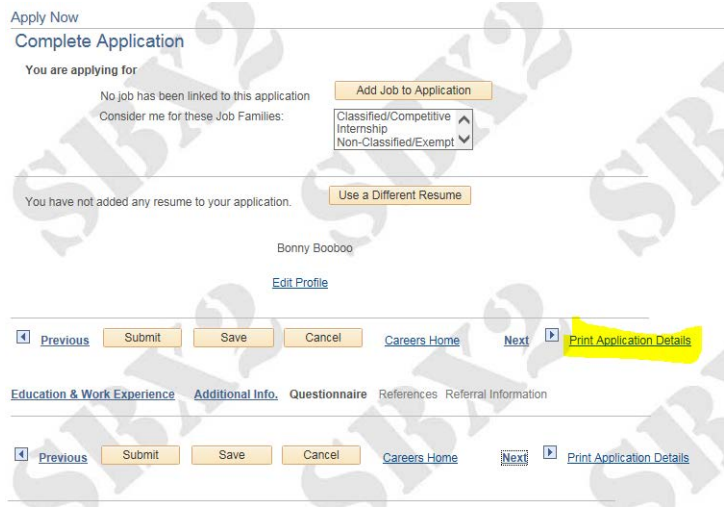
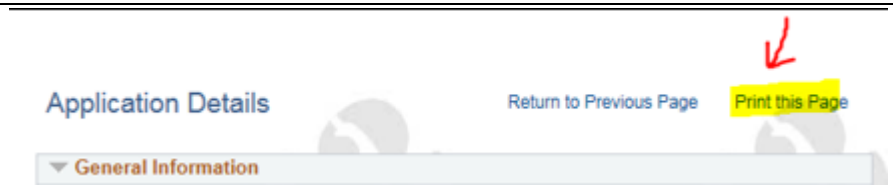
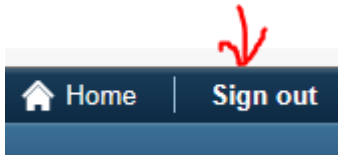
Retrieve Resume or Applicant Profile

Quick Reference Guide

Step	Action	
1.	In your web browser, go to www.careers.vermont.gov Click on the Job Seekers image.	
2.	On the Careers page, enter your User Name and Password Click on the Login button Login	
3.	On your Careers Home page, view your options under My Career Tools. If you have a Saved Resume, click on that link. If you do not have a Saved Resume, go to Step 6. NOTE: You cannot delete previously saved resumes from your profile, as they are a part of your application history.	

Step	Action	
4.	View your list of saved resumes. Click on the one that you want to retrieve. The document will open in a new window, or tab.	
5.	Save the document on your computer. Then click on the tab to close the resume and return to My Career Tools.	
6.	If you do not have a saved resume, you can print your applicant profile, which includes the work history, education, and other details that you entered previously. Begin from the Careers Home page.	

Step	Action	
7.	Scroll to the bottom of the page and click on the link to Apply Without Selecting Job	
8.	Choose the option to Apply without using a resume Click on the Continue button Continue	
9.	View your application details on this page (Education History, Work Experience and Degrees) and then click the Next link 	

Step	Action	
10.	View the details on the next page (Veterans Preference, Job Training, Licenses & Certifications, and Language Skills) and then click the Next link	
11.	Click on the link to Print Application Details	
12.	Click on the link to Print this Page	
13.	When you are done, Sign Out (click on the link in the upper right hand corner of your computer screen)