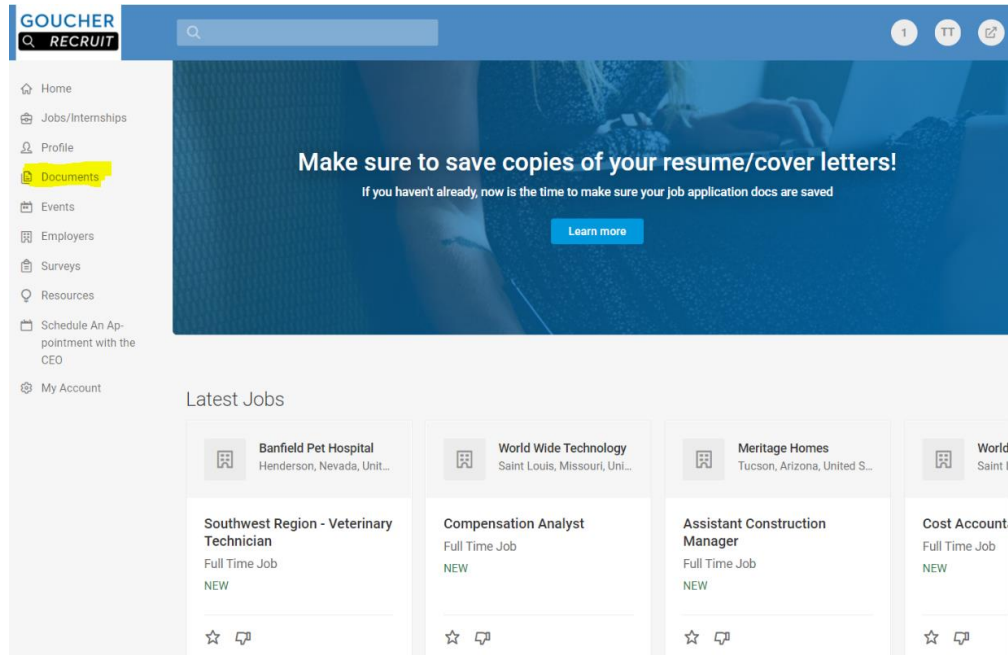


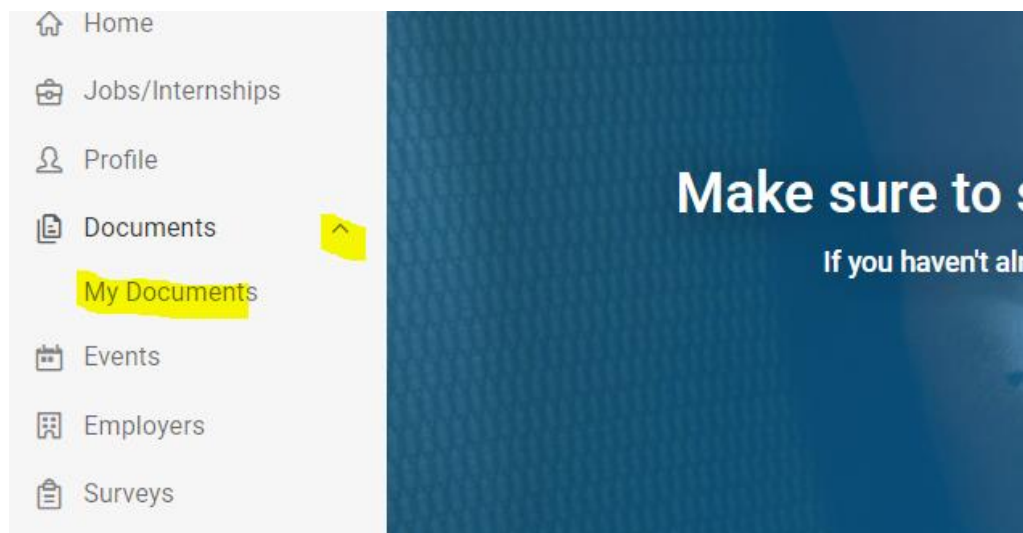
INSTRUCTIONS FOR DOWNLOADING FILES FROM GOUCHER RECRUIT

The Career Education Office is moving from Goucher Recruit to [Handshake](#) this summer (this means even more employers, jobs/internships, and ways to connect to both!) and as part of the transition over, we want to make sure you have copies of your job application documents (resumes, cover letters, etc.) that you have uploaded into [Goucher Recruit](#).

If you do not already have saved copies of your job application materials on your personal computer or cloud, please download and save them by May 31, 2021. Documents still in the Goucher Recruit system after May 31 may be lost as we move to Handshake. Below are step-by-step instructions for downloading copies of your documents.



In your Goucher Recruit home screen, select **Documents** in the shortcuts on the left of your screen.



Under the Documents tab, select **My Documents** in the pull down options.

Home / Documents / My Documents

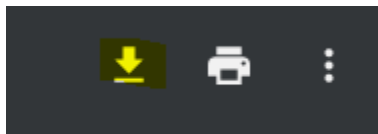
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Questions? Email career@goucher.edu