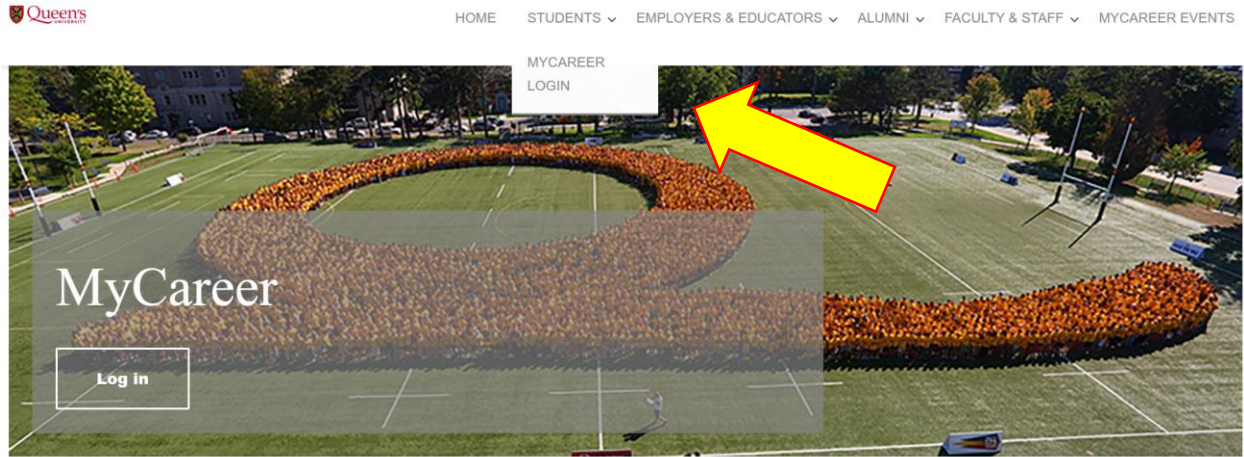
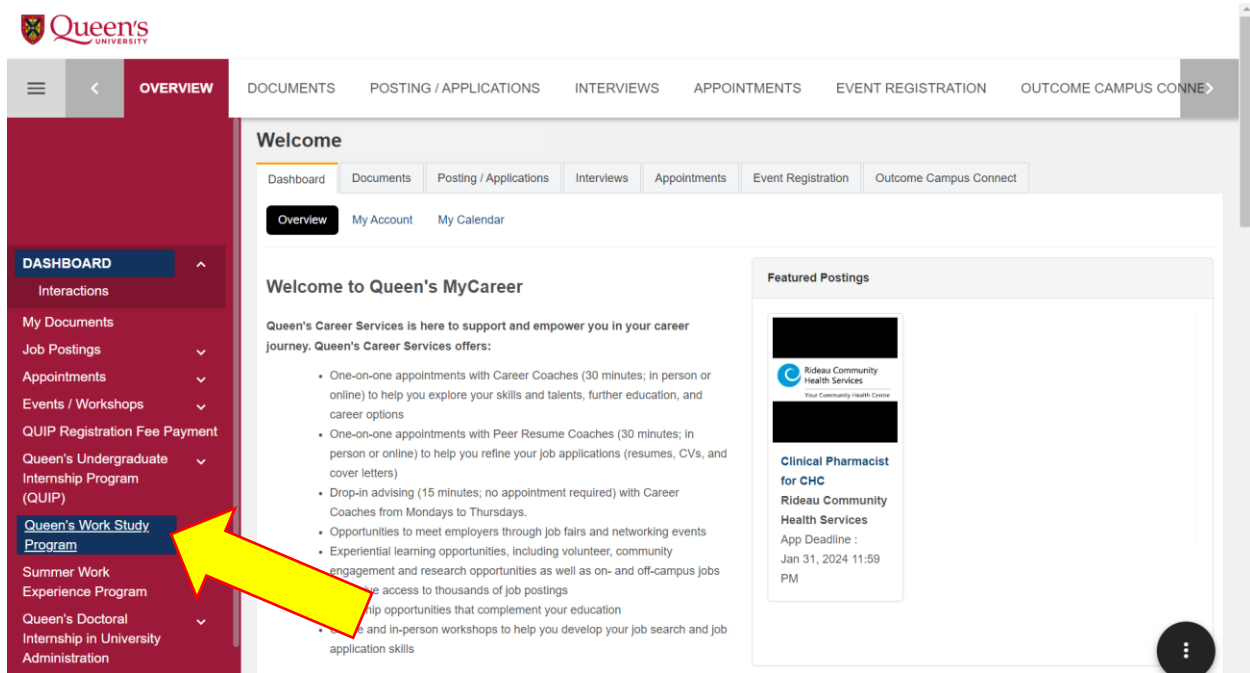


# SWEP Job Application Instructions

Step 1: Sign in to [MyCareer](#) using your Queen's NetID

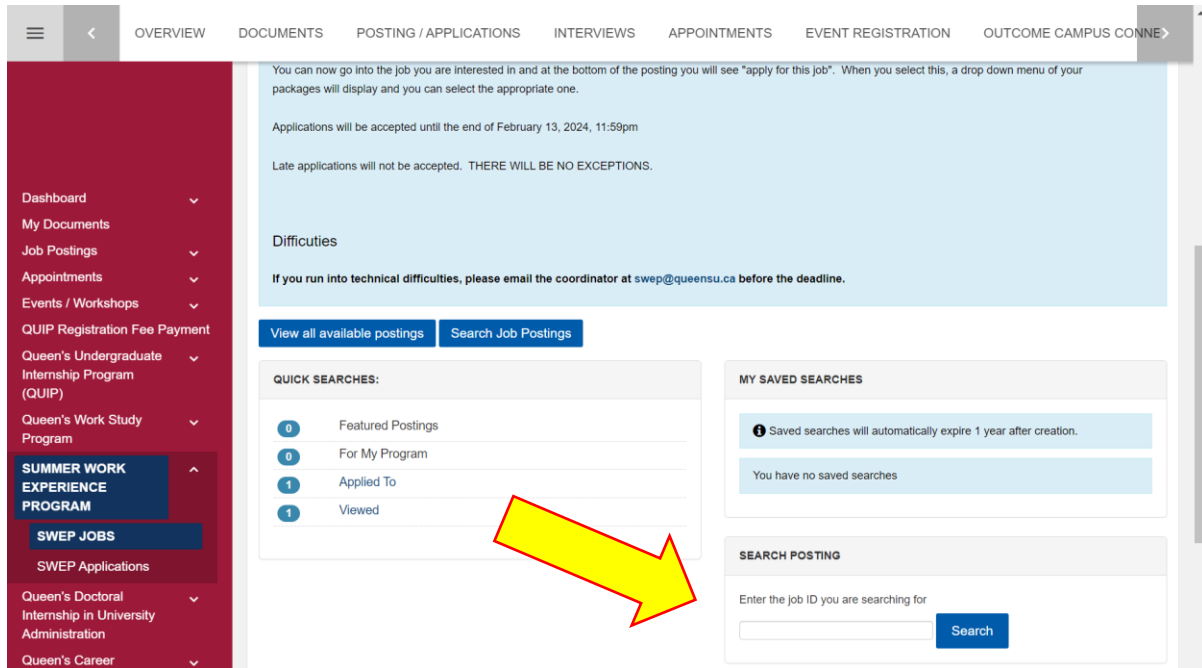


Step 2: Navigate to the Summer Work Experience Program postings section

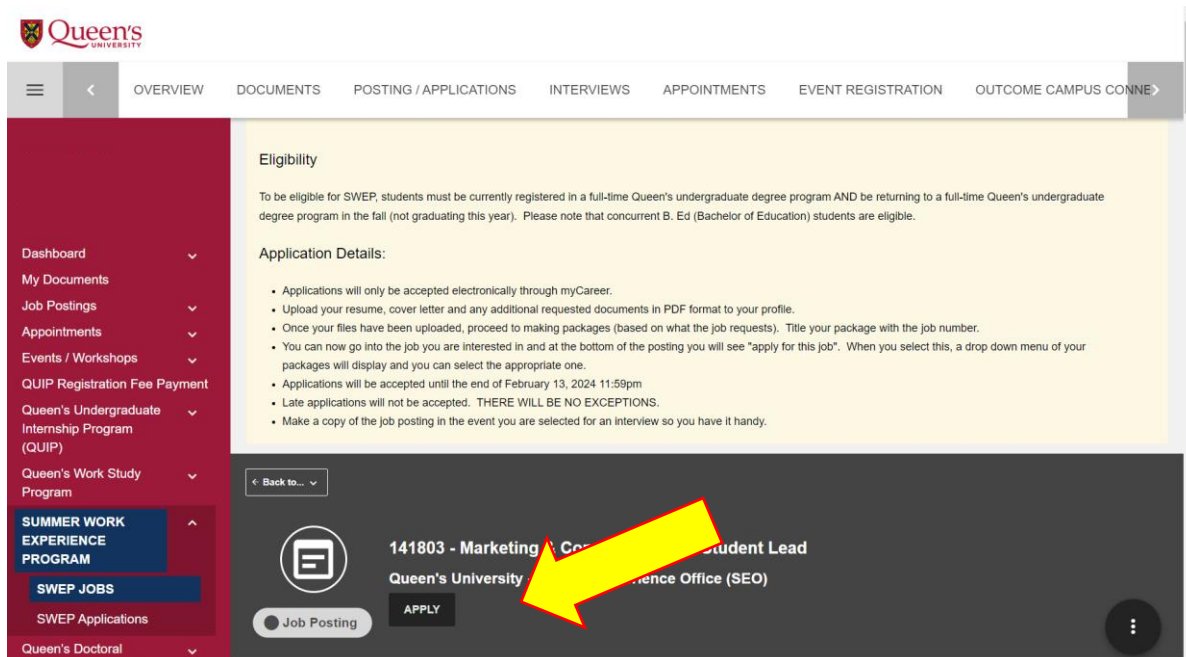


*Student Experience Office  
Division of Student Affairs  
Queen's University*

### Step 3: Navigate to the Search Postings and enter respective position number



### Step 4: After reviewing eligibility and posting information, click on Apply



*Student Experience Office  
Division of Student Affairs  
Queen's University*

Step 5: Use an existing (or create a new) application package, that includes a current resume and cover letter

OVERVIEW DOCUMENTS POSTING / APPLICATIONS INTERVIEWS APPOINTMENTS EVENT REGISTRATION OUTCOME CAMPUS CONNE

Dashboard  
My Documents  
Job Postings  
Appointments  
Events / Workshops  
QUIP Registration Fee Payment  
Queen's Undergraduate Internship Program (QUIP)  
Queen's Work Study Program  
**SUMMER WORK EXPERIENCE PROGRAM**  
**SWEP JOBS**  
SWEP Applications  
Queen's Doctoral Internship in University Administration  
Queen's Career Apprenticeship

**SUBMIT APPLICATION**

APPLY WITH AN EXISTING APPLICATION PACKAGE

CREATE A CUSTOMIZED APPLICATION PACKAGE

Package Name \* :

Resume :

Application Package (Cover Letter, Resume, Transcript etc.) :

[Click if you need to upload a new document](#)

Step 6: Submit your application! Good luck!

*Student Experience Office  
Division of Student Affairs  
Queen's University*