

Uploading or Online Resume Instructions

Online Applications and Resume Uploads (.txt files)

1. Create a new file using Word's "Save As" feature. Under "format" select "text only."
2. Close the new file.
3. Reopen the file, and you'll find that Word has automatically reformatted the resume into Courier font, removed all formatting, and left-justified the text.
4. Review the resume and fix any "glitches" such as odd characters that may have been inserted to take the place of "curly" quotes, dashes, accents, or other nonstandard symbols.
5. Remove any tabs and adjust spacing as necessary. You might add a few extra blank spaces or move text down to the next line.
6. If necessary, add extra blank lines to improve readability.
7. Consider adding horizontal dividers to break the resume into sections for improved skimmability. You can use any standard typewriter symbols such as *, -, (,), =, +, ^, or #.
8. Don't worry about the length of the resume. When you save it as a text file, it will generally increase the length. Then, if you add in a few more blank lines, it will be even longer and that's fine. Don't be concerned.

****Use this method for copying/pasting resumes into on-line systems.**