



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Applying for Jobs Online, *Proper Resume Formats*

Learning Outcomes:

1. Converting 2007 MS Word Resumes to:

- Plain Text format
- Rich Text format
- Portable Document Format

2. Using Notepad:

- Edit text resume
- Save changes
- Copy and paste text resume

3. Do's and Don'ts of Emailing Resumes:

- Sending resume in the body of Email
- Sending resume as Word, RTF or PDF attachment

4. Online Application Process

- Creating an account to apply for job of interest
- Pasting Plain Text resume and cover letter in text boxes
- Uploading files