

Sharing a Resumé & Cover Letter as a PDF

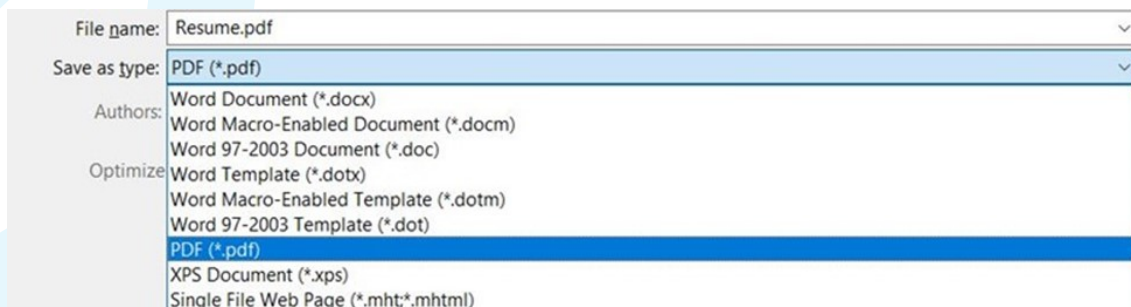
When applying for a job or registering for a program, it is important to make it as easy as possible for the employer, human resource personnel, or program coordinator to locate and identify your application and documents.

Carefully read the instructions for the advertised position or program. You may be asked to attach both a cover letter and a resumé together in a single PDF file. This "portable document format" is used when you need to save files that cannot be modified but still need to be easily shared and printed. Today, almost everyone has a version of Adobe Reader or another program that can read a PDF file.

Often, when applying online you will be asked only for a resumé, and you may find an opportunity to include the information that you would have had in your cover letter in another area of the online application. If there is no place to add this information you may want to paste your cover letter and resume into one PDF document.

If you are sending your documents in an email, it is important that you:

1. Use an email address on your resumé and for your application that you check frequently and has an appropriate address. Check out [this article](#) for more email advice.
2. Save your important documents in PDF format. Important: Once you save a document as a PDF file, it can be difficult to change it back to its original format.



<https://nwtc.libanswers.com/faq/212721>



To save a file in .pdf format:

- a. Open the document you want to save as a .pdf.
- b. Click the *File* tab.
- c. Click *Save As* to keep your original version and save an additional copy in another file format. This is important so you can edit your resumé in the future or use your cover letter as a template for future applications.
- d. In the File Name box, enter a suitable name for the file if you haven't already. For example:
Ahmed Walter Resumé or Ahmed Walter Cover Letter
- e. Click the drop-down arrow in the Save as Type box and click PDF (*.pdf) - If you don't see this as an option in the menu, make sure you have the free Adobe Reader software installed on your computer.
- f. Click Save.

3. Attach your PDF documents to your email.

4. Include a brief description in the body of the email to the potential employer or program coordinator. For example:

Dear Service Manager,
Please find attached a copy of my resumé and cover letter for the position of Customer Service Representative.
Thank you for your consideration.
Ahmed

5. Send your email with the documents attached and then check your sent folder to ensure all your information was sent as planned.

