How To Upload your Resume to an Online Application or Email

Step One

Before you begin, be sure to **check and re-check your resume** for typos and other errors. Once you've submitted a resume as part of a job application, there's no going back. You may be able to re-upload your resume on certain sites, but the damage will already have been done if the resume with typos has been viewed.

Step Two

If you are uploading your resume so, that the information in it may be used to automatically fill in an online application, you will want to use a **Microsoft Word document**. You can also upload a **PDF document**, however it will not automatically fill in blanks on your application.

Step Three

Click the **"Upload"** or **"Browse"** button on the appropriate page (or in the case of an email, the **"Attach"** button). Find your resume by clicking on the folder where your resume is saved on your computer, and either **"double click the file name"** or **"click on the File Name"** and **"Click Open."** Your file name should then appear in a box beside the **"Upload" or "Browse"** box and this means that your resume file has be uploaded.

Step Four

If the resume is being used to fill in the **"blanks"** of an online form such as: name, address, email, and phone number **- be sure to read through the application thoroughly after you upload the resume.** The automatic population processes are far from perfect - often your name will end up in the **"Phone number"** field or your work experience in the **"Name"** field.

Step Five
Practice Makes Perfect