

Adding Attachments

Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .bmp

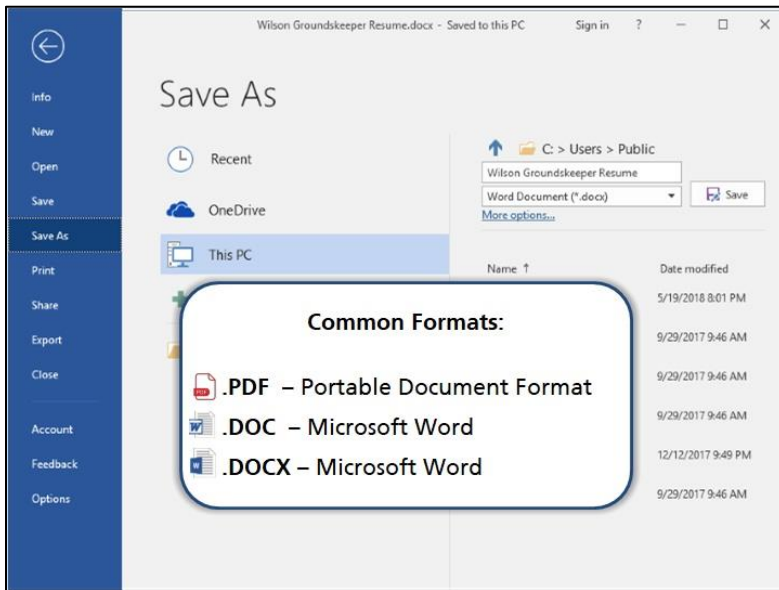
[+ Add supplemental attachment](#)

* Required attachments must be provided before submission

[Next](#)

Many job applications require that you attach a resume, cover letter, or some other type of document.

When attaching documents to your application, pay careful attention to the instructions for what to include and what file formats are acceptable. If you submit a file in the wrong format, you may receive an error message from the website that prevents you from completing the application until the file is replaced. Or, the person reviewing the applications may not be able to open your file. This could result in your application being disqualified.



Common formats for job application materials include PDF, DOC, or DOCX.

PDF stands for Portable Document Format, and is usually opened in the Adobe Reader program. You might submit a PDF if there is a document that you need to sign and scan before submitting. You can also save your resume as a PDF, which is often recommended.

The DOC and DOCX formats are typically used with Microsoft Word and can be easily edited. This file format can be opened in a variety of word processing programs.

If you are using an application other than Microsoft Word, such as Open Office or Google Drive, be sure to save your file as DOC, DOCX, or PDF format.

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Resume

Wilson Groundskeeper Resume.docx

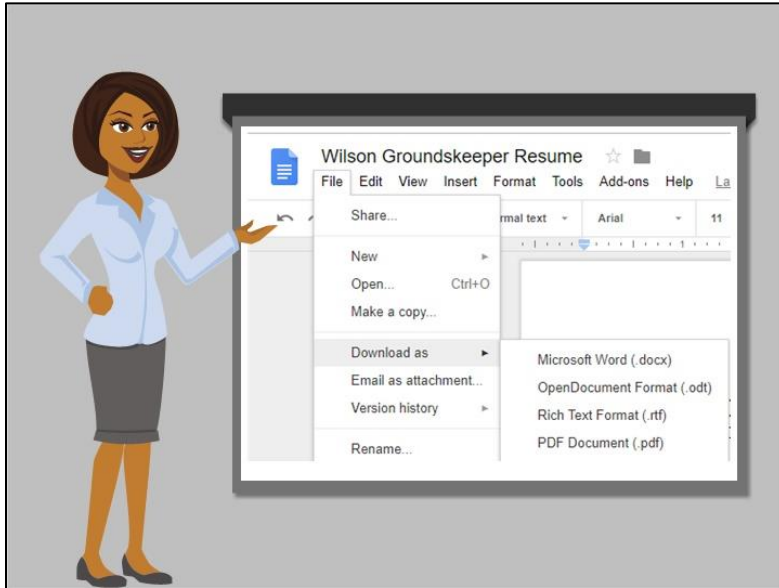
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For this application, Jack has saved his resume to a USB drive. He has the drive plugged into the USB port on the computer he is using, so he can upload the file as an attachment.

He clicks the button to browse his computer to locate the file. Since the file is saved on his USB drive, he needs to locate that drive on the computer. At first, he doesn't see it, so he asks a staff person at the library for some help finding it. Once he locates the file, he clicks to select the file and upload it to the application. Back in the job application, he can now see that his resume appears as an attachment.



If you don't have a USB drive, another option is to save your resume in the cloud, using a website like Google Drive or Dropbox. If you have saved your resume to one of these cloud storage services, you will typically need to download it to the computer you are using before attaching it to your application.