



ULTIMATE RESUME

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How to save / use the emailed versions of your Ultimate Resume:

First, start your computer and open Microsoft Word. A new blank document should automatically open (if not, open one).

Next, go to your email application (Gmail, Outlook, AOL, etc) and check your mail for my email to you. The subject line: ***Here's the Text and Attached Versions of your Resume...*** You will find Word document attachments of your new resume. Save the attachments in your Documents folder. In the body of the email message you will find a text version of your resume which you will copy / paste into a blank Word document. Give it a new unique name (Email text version) and also save it in your Documents folder.

Need More Detailed Instructions?

To save / use the text version in the body of your email message:

Scroll down through the body of my email message until you see your full name which is the start of your text resume. Put the cursor before the first letter of your name (at the top of your text resume). With the mouse, hold the button and drag to highlight the text to the end of your resume. Under the EDIT menu in your email application, select the COPY command to copy the highlighted text of your resume.

Now, select the Word icon at the bottom of your screen or just click on the Word doc that opened when you started Word. Put your cursor in the body of the new blank Word document and under the EDIT menu in Word, select PASTE and the text version of your resume will be copied / pasted into the new Word document. Go to the FILE menu and SAVE AS and name the document as: YOUR NAME text.docx

This is how you are archiving the Text version of your resume for future use. You can open this new Word doc, then copy / paste the text into Web Forms or email as needed. Most often you will be responding to online job postings. Once you hit the SUBMIT RESUME button / link on the posting, a new web form opens. Fill in your contact info and usually you will see an Open Text Box that says: Paste Resume Here. You will use this text version you created above to paste into that text box.

They will usually also allow you to ATTACH a Word document version as well. You will hit the BROWSE button on the page and it will enable you to browse your computer's hard drive to find the Word document of your resume you'd like to upload. Do not select the one you've just pasted into the text box. Use the Master, nice printable version we've sent you in the original email.

If you have any questions, feel free to give us a call and we can help you.

Ultimate Resume – For a Better Job | For a Better Life