How to Upload a Resume to a Job Site

Read the job posting to learn the resume format requirements. The site should tell you what type of document it supports such as Microsoft Word or Adobe Portable Document Format (PDF). Resumes are typically created in these two major formats. Each format has its own benefits.

If a choice isn't given, consider the pros and cons of each file format:

- A PDF cannot be altered, whereas an MS Word document can be edited (either accidentally or intentionally) by the recruiter or company you submit it to.
- A PDF requires Adobe Acrobat Reader to be viewed correctly, and some computers may not have that software installed.
- Traditionally, Microsoft Word is the preferred format for ATS Tracking systems. When recruiters upload a resume using this scanning software, it's easier for the system to scan for keywords and chosen phrases if the document is saved in an MS Word format. However recent advancements make PDF a fine format to use for ATS tracking system as well, as long as the document doesn't contain images.

Click the "Attach" or "Upload" button on the Web page when you get to the resume section of the application. A separate dialog box should appear on the screen. Click the "Browse" button. Locate your resume file on your computer's hard drive. Click on the file's name to select it for attachment. Click the "Attach" or "Upload" button in the dialog box to add the resume to your online application.

Confirm that your resume is attached to your application. The Web page might state "Resume Upload Successful." Alternatively, you might see an active hyperlink for your resume after it has been uploaded to and saved on the company's application servers, such as "John Doe Resume.doc." Click on this link to download your resume document to your computer, confirming that the company has your resume with your online application.

Tips

- The company might instruct applicants to copy and paste the text from the resume document into a blank field on the Web page.

- Some hiring companies and job-listing websites prefer that applicants use built-in resume features. Instead of typing your resume in a word processing application on your PC, you type your work history, education and skills in those respective sections on the Web page.
- Be sure to fill out the complete online application, as instructed. Don't type, "See Attached Resume For More Information."

Uploading Your Resume when Applying for Jobs on LinkedIn

If you're applying for a job through LinkedIn and not through a company's website, you can attach your resume to the application in addition to applying with your LinkedIn profile.

To upload a new resume:

1. Search for the job
2. Click on a job title to view details
3. Click the Easy Apply button at the top (**Note:** If you see the **Apply** button instead of the **Easy Apply** button, you'll be routed to that company's website or job board to continue the application process.)
4. Complete the required fields.
5. Under **Resume (optional)**, select **Upload resume** to upload your resume. **(Note:** If you aren't logged in to LinkedIn, then uploading a resume is mandatory.)
6. Click **Submit application** when finished.

You can also upload your resume from the **Job Applications Settings** page by clicking **Upload** under the **Resume** section. LinkedIn will store your four most recently uploaded resumes on LinkedIn, allowing you to **reuse them for future job applications**.

Resume requirements:

1. The file size must be less than 5 MB.
2. The file format must be Microsoft Word or PDF only.
3. You can attach your resume when applying for jobs through either the LinkedIn mobile web or app.

Notes:

1. If you have trouble attaching your resume, try with a different browser.
2. If you've submitted your application without a resume attached, you can't reopen your application to attach your resume or reapply for the same job post.
3. If you need to send your resume after submitting your application, you can directly contact the job poster with an InMail message if they've provided contact information in the job posting.