

Handout #5

Putting your resume on the Web

This handout assumes that you do not already have a resume saved on your disk. If this is the case for you, prepare a simple one now, using the resume guidelines at the following web page where you will find other excellent resources to help you with your job search, including Sample Resumes you can use as models for your own (I recommend Sample #8):

<http://www.careerservices.calpoly.edu/>

Sample Resume #8 can be found at the following web page:

http://www.careerservices.calpoly.edu/Students/JobSearch/resumes/teacher_resume.htm

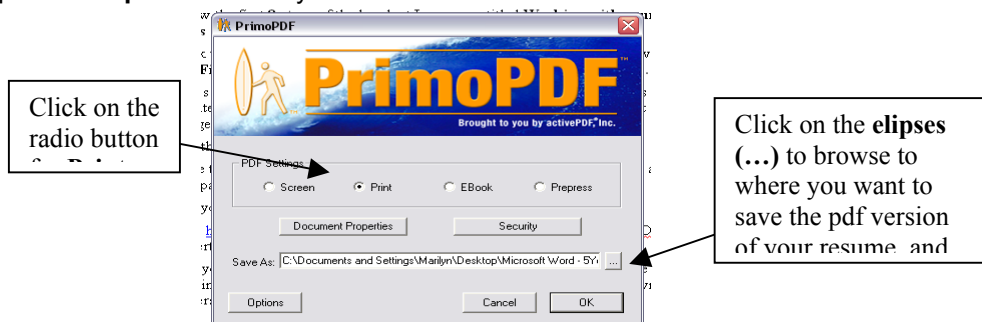
1. Follow the first **8 steps** of the handout I gave you titled **Working with your Web Pages** (Handout #3).
2. Check the **Task Bar** to see that you now have icons indicating that you have opened your **File Manager** in **Yahoo**, your **home page** in **Yahoo**, and **FrontPage**.
3. Unless you already have a resume prepared, use one of the sample resumes at the website above (Sample #8 is for teachers), and create a basic **resume** in *Word* using information about your college work (major, QPA, etc.) and other work experience you have had.
4. Save the resume with the filename **resume.doc** (important, make sure it's resume with a small 'r').

Here are the remaining steps if you're working in the lab at the University of Pittsburgh at Johnstown (UPJ):

5. go to **File > Print**, click on the **printer menu**, and scroll **all the way to the top of the list of different campus printers**, to where it says **Adobe PDF**.
6. Click on **Adobe PDF**, then click on **OK**.
7. The default name for your resume will be **resume.pdf**, so you don't need to type anything there, but you do need to tell Adobe where you want to save the resume.pdf file. Select the **Web Pages** folder on your **USB drive**, then watch while Adobe converts your resume.doc to resume.pdf. Simple!
8. Upload the **resume.pdf** file to your **File Manager**, then go to your **web home page** and check out your resume by clicking on the **Resume link** in the **Navigation Bar** at the top of the page.

Here are the remaining steps if you want to work at home:

5. Go to <http://www.primopdf.com/> and download a free copy of the PrimoPDF converter program. Install the software on your computer.
6. With your resume.doc file open in *Word*, convert your resume to a .pdf file by selecting **File > Print** and in the **Print dialog box**, from the **drop down menu of Printers**, select the **PrimoPDF** printer, then click on **OK**.
7. The following dialog box appears on your screen. Select the options shown and hit **OK** to produce a **pdf** version of your **resume.doc** file.



8. Upload the **resume.pdf** file to your **File Manager**, then go to your **web home page** and check out your resume by clicking on the **Resume link** in the **Navigation Bar** at the top of the page.