

Web Pages Project Handout #5

Putting your resume on the Web

[The following set of directions assumes that you are using Microsoft *Office 2007*. You may need to make minor adjustments if you are using an earlier version of Microsoft *Office*.]

Preparing your resume for the Web

This handout assumes that you do not already have a resume saved on your disk. If you do not have a resume, prepare a simple one now, using the resume guidelines at the following Cal Poly 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/>

Putting your resume on the Web

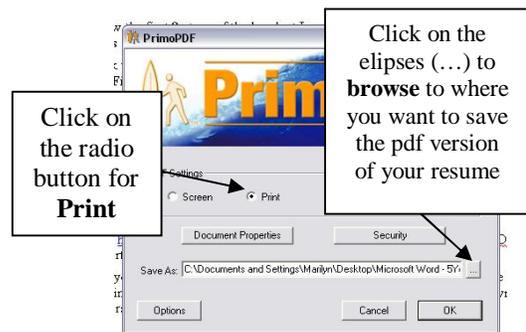
Here are the steps to follow to put your resume on the Web:

1. Start by following the first **7 steps** of the handout titled **Working with your Web Pages (Handout #3)**.
2. Check the **Task Bar** to see that you now have buttons for your *SuperFreeHost File Manager*, and for your **home page** in *SuperFreeHost*.
3. Unless you already have a resume prepared, use one of the sample resumes at the Cal Poly website above (Sample #8 is for teachers), and create a basic **resume** in *Word* using information about your college career to-date (major, QPA, relevant courses, clubs, awards, etc.) and other work experience you have had.
4. Save the resume with the filename **resume.doc** (with a lowercase “r”!!).
5. Next you need to convert your resume to a .pdf file. You can probably do this in the lab at school by selecting **Office Button > Print** and in the **Print dialog box**, from the **drop down menu of Printers**, select the **Adobe PDF** printer, then click on **OK**. Or you can do it on your computer at home if download a free pdf converter program, such as **PrimoPDF** or **DoPDF**. To download

PrimoPDF, 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. Finally, all you now need do is **upload** the **resume.pdf** file to your *SuperFreeHost File Manager*.