

## What is the preferred resume/ cover letter upload format?

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**Question:** What is the preferred resume/ cover letter upload format? **Answer:** The preferred resume/ cover letter upload format is a word document. You have the ability to upload a PDF for the resume and/or cover letter but keep in mind that our software automatically converts the uploaded document into a PDF format. Moreover, if you were to download the candidates resume and/or cover letter, it would be available in the documents original format. Therefore, if a candidate were to upload a word document, it would be in PDF format in the system, but if you were to go to the candidates resume list and download the resume, it would be in word format. Uploading a resume and/or cover letter in word format makes it easier to edit compared to uploading a PDF document in which you would need PDF revising software in order to edit the document which not everyone has.

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