

Copy and Paste a Resume to an Online Application

✓ Some online applications will allow you to copy and paste your resume. To copy and paste:

- On your resume document, click **“edit”**. If you are using Word 2007 go to the far right under editing, click on select and a drop down box will appear.



- Click **“select all”**.
 - Right Click **“copy”**.
- ✓ On the online application, click into the resume box and make sure you have a blinking cursor.
- ✓ Click **“edit”**.
- ✓ Right Click **“paste”**.