

Upload a Resume to an Online Application

- ✓ Most online applications require you to upload a resume.
- Click “**browse**”. If “**browse**” is not listed the application may also say “**upload a resume**”, etc.

The screenshot shows a web browser window displaying an online application form titled "APPLICATION FOR EMPLOYMENT". The form is divided into several sections. On the left, there is a navigation menu with options like "NEWS", "EVENTS/INFO", "MEDICAL PROVIDERS", "SERVICES", "NEWSBOARDS", and "CAREERS/VOLUNTEERS". The main content area includes a header "EMPLOYMENT OPPORTUNITIES" and a sub-header "APPLICATION FOR EMPLOYMENT". Below this, there are various input fields and checkboxes for personal information, including "Last Name*", "First*", "MI Maiden", "Street Address*", "S.S.#", "City*", "State*", "Zip*", "Home Phone*", "Work Phone", and "Email". There are also checkboxes for "Are you available to work?" and "Are you legally eligible for employment in the United States?". A section titled "PERSONAL" contains similar fields. At the bottom of the form, there is a "Resume*" field with a "browse" button next to it. A black arrow points from the text in the list above to this "browse" button. Below the form, there is a "SIGNATURE" section with a disclaimer and a signature line. The browser's taskbar at the bottom shows several open windows, including "Montana WO...", "MontanaWOR...", "Sidney Health...", "Document5 - ...", and "Microsoft Po...".

- When menu pops up, choose the file your document is saved in. If it is not listed, click on the dropdown arrow and select it.
- Find and click on the resume you wish to upload.
- Click “**open**”.