Two quick resumé tips - MastheadOnline (blog)

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In this article, the author gives two important tips to prospective job seekers who electronically send resumes and cover letters to prospective employers. First tip is to always send PDF files avoiding loss of formatting due to font problems etc. The other tip is to name your files with your own name and appropriate document type to help the reviewer quickly sort or locate your file.

Read the full article here:

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