

TIPS FOR UPLOADING DOCUMENTS

The success of uploading your document in the eRecruiting system begins with the word document you create in Microsoft Word. Here are just a few guidelines to make that process go smoothly.

- If you have problems uploading the document, create a brand new Word Document, copy your old text into the new document, and save and upload the new document.
- Also, don't use tables in your document.

Document Format

- Use Microsoft Word 2003 (or higher) or save to Rich Text Format for best results
- Use a common font, not one with an unusual type face.
- A minimum of 12 point font is preferred. Anything below that is difficult to read.
- The upload process will process bullets, bold face, underscore and italics.
- Indents should be preset. Do not use the spacebar or multiple tabs for spacing.
- Do not use password protected files, macros, frames, or tables.
- Do not use headers or footers.
- Documents may not exceed 500KB.
- Do not set excessive page breaks. Do USE your "enter" key to create a more natural break for formatting and to avoid a page break leaving a hanging word or sentence on the next page.
- Check for a blank page at the end of your document.
- Do not force your margins. A minimum margin of one-half or three-quarters of an inch is recommended.

Document Types

- Documents typically uploaded are resume, cover letter, and writing sample.
- Upload Transcripts as a PDF. Log into Murphy online and view your unofficial transcripts. Then print the page as a PDF. If you do not have a PDF creator on your computer some labs on campus have it available including the Career Resource Center in MHC 355. For more information about uploading transcripts see the document: [Uploading Unofficial Transcripts](#).

Document Size

- Your resume should be one page unless you are a graduate student with a CV or an alumnus with accumulated work experience.
- Create a document of maximum file size 200KB (200,000 bytes). As a benchmark, a 200KB document is approximately 8-10 pages long, using 12-point font and double-spacing. To check the file size of your document, open your document in Microsoft Word, click File >Properties to display the Properties box, and then click the General tab. Check the size of the document to ensure that it is under 200KB.