



Suggestions for Cover Letters and Resumes

These guidelines will help maintain the appearance of your files when emailed to us.

Email Subject Line:

Please identify the Position and Location you are applying for in the e-mail subject line.

Attaching Documents:

It is recommended that attached documents are in one of the following formats:

1. Microsoft Word 2010 (.docx) or earlier (.doc)
2. Rich Text Format (.rtf)
3. Portable Document File (.pdf)

Document formats 1 & 2 can be created by most word processors from the "Save As" option and choosing the appropriate "Save as type" in the selection list.