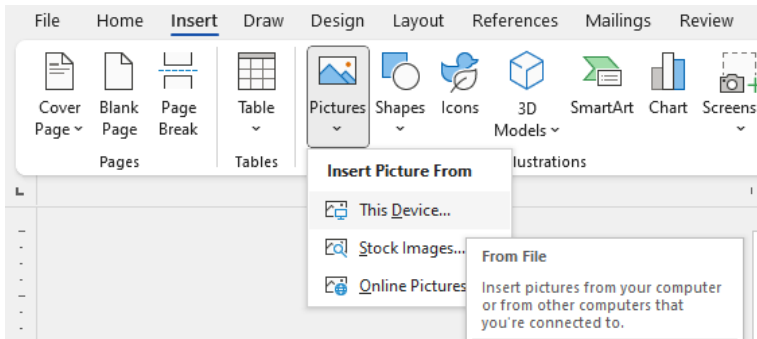# COMBINING YOUR HEADSHOT AND RESUME INTO ONE PDF

The following tips apply when using Microsoft products.

To easily put your headshot and resume into the same document:

1. Format your resume in Word (reference the Resume Formatting tips also found on the website for guidance if needed).
2. On the second page of the document, insert your photo;

3. If you are uploading a headshot that does not already have your name printed on the photo, please add your name. It is important that your name appears on your headshot.
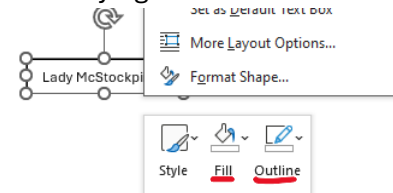
   Name can be inserted using a text box
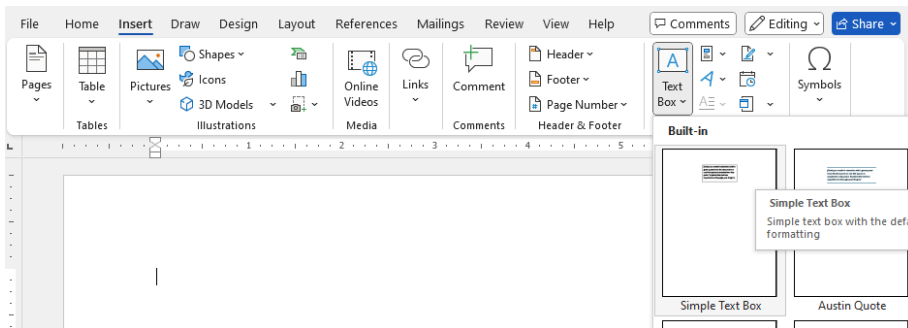
Clicking "Simple Text Box" will open a floating box in which you may type your name in the same font you are using for your resume. You may size it appropriately and place it on the image or directly below the image.
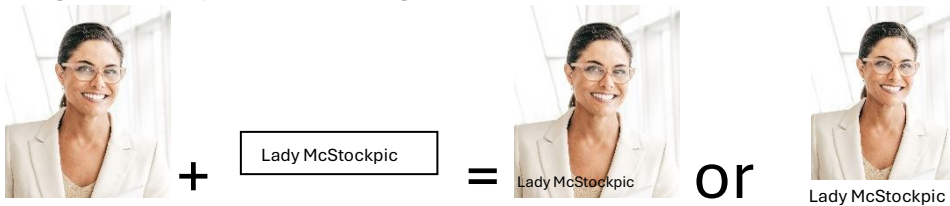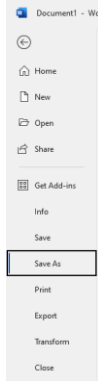

You may right click on the text box for options to remove the border and background.
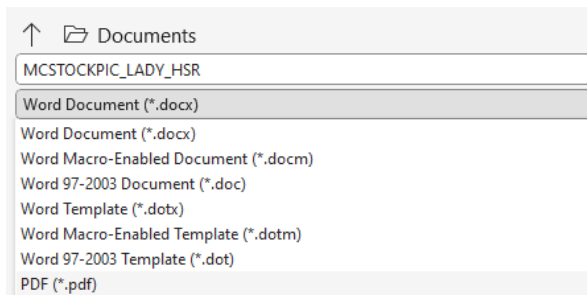
To easily save your document as a PDF:
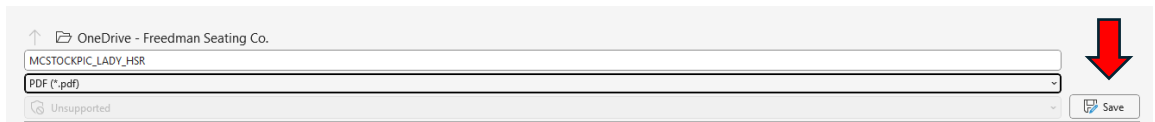
1. Go to File and Save As

Name your file per the instructions: LASTNAME_FIRSTNAME_HSR
(MCSTOCKPIC_LADY_HSR from our example)

Then select PDF

And save

These steps can be completed in any Microsoft products, such as Publisher or Excel if that's your thing. The result should be a clean, single PDF of your headshot and resume together. This document should not exceed the two pages required to accommodate the request.

If your file is not in PDF format, **your application will be discarded**. Slots are limited. It is imperative that you follow instructions if you want to be considered for a slot.