

# Creating an Electronic Cover Letter:

## How to save as a .PDF to send via email



1. Open your resume in Microsoft Word.

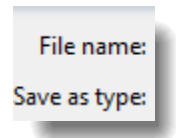
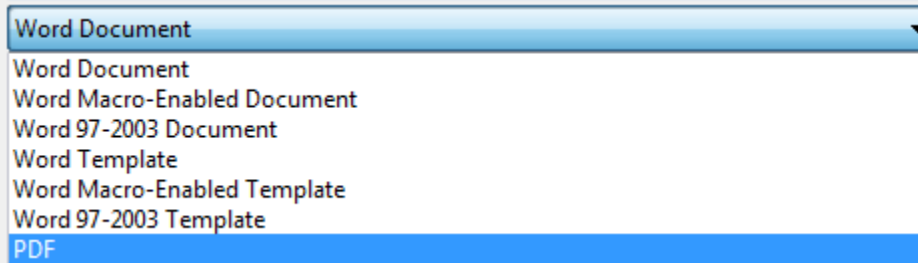
2. Go to the **File** tab, **Save As...**



3. In the pop-up window you will see **type**

the **File Name** & below it will be **Save as**

4. Click the drop-down box next to **Save as type:** and scroll down to select **PDF**.



5. Click **SAVE!**

6. When you attach it to an email you will look for the Adobe PDF icon next to the document.

