Create a File with Resume and Cover Letter [1]

If you **already have a Google Drive** account:
- Open that website on your computer. Skip Part 1.
- Go to **Part 2** below and follow the instructions. It shows you how to create a file.

If you **do not** have a Google Drive:
- Read **Part 1** below - create Google Drive account.
- Go to **Part 2** and create a file with resume and cover letter template.

PART 1 CREATE A GOOGLE DRIVE ACCOUNT

Make a Google account with a Google Drive and Gmail address.

Step 1: Go to google.com/drive. Click the blue button.

Step 2: Click CREATE ACCOUNT and NEXT.

Step 3: Add name, username and password and CLICK next.

Create an email account with a **business** sound. Don't use email names like these:
- sojulover@gmail.com
- I_love_park_ji_sung@gmail.com
- IheartBTS@gmail.com

Step 4: Add birthday and gender. Phone number is optional. Click NEXT.

Step 5: Click over to the PRIVACY page and scroll down. Click I AGREE.

Step 6: Now you are inside your Google Drive.

PART 2 CREATE YOUR FILE

Create a Google doc on your Google Drive with a resume and cover letter.

Step 1 Copy Template
In the top corner of this blog, you can see **TEMPLATE 1**. Click the link and and open the file. You can see 2 pages: a cover letter and a resume. Copy the text from that file.

Step 2 Create File: Go back to your Google Drive. Click **NEW**. Then click **GOOGLE DOCS**.
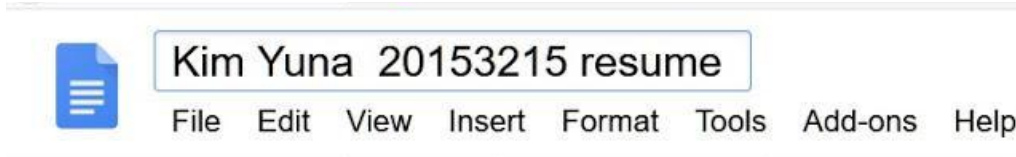
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[1] Find more resources at the website: https://bufsresumeproject.blogspot.com.

A new file will appear. The name will look like this:

Step 3 Change File Name: Click on **Untitled**.
Type in your name with the correct format: last name - first name - student number - resume

Step 4 Paste and Write: Paste the cover letter and resume you copied from the template. Now you have created a file and saved the file with the correct name.
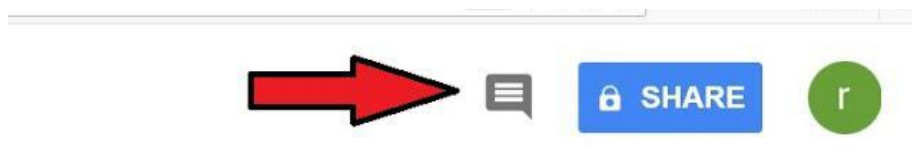
Share Resume and Cover Letter

Part 1 Time to Share

Now you have a resume and cover letter. They are in **one** file on your Google Drive. The file has the proper name. You did not upload a MS doc or hwp file.

Step 1 Find Share
Look in the top right corner of the Google doc resume page.
 ● Find the SHARE button. Click the SHARE button.

Step 2 Share Where? You need to enter an address. Type in:
 ● bufsenglishdept@gmail.com

When you type the correct address, you will see a BUFS icon.

Step 3 Click Send
Finally, click SEND. That will share your resume with a professor.
Done.