PAPERSKATER TIP SHEET #13

NAME THE FILE SO THEY OPEN IT.

A five-minute fix for your file name and email.

THE MISTAKE

A perfect resume can still go unopened if the file name is wrong. Employers get a stack of files named **resume.pdf**, or worse, **final-final-version3.pdf**. **If yours looks like that, you blend in before the first click.**

FIX IT TONIGHT

✓ **Name the file with your real name**

Use your first name, last name, and the word resume.
Example: **James-Kirk-resume.pdf**.

✓ **Use a simple email if you can**

A nickname plus a bunch of numbers can look messy on a frontline application. If you can, use a simple one that uses your name.
Bad: **skaterboi8847293@mail.com**. Better: **james.kirk@email.com**.

✓ **Use both on your next application**

Rename the file tonight, and switch the email if you can. Then use the new file name and the simple email the next time you apply.

Employers can find it, and it looks like you showed up prepared.

Want more 60-second resume tips? *Optional. No spam, unsubscribe anytime.*

Send me tips

paperskaterhq.com/tips