

KUDER Portfolio Resumé and Cover Letter Help

1. **NOTE:** You may create your resumé and/or cover letter using the tools on KUDER, or you can create them using a word processing application like MS Word or Google Docs. This information sheet is designed to help you create the files using Microsoft Word. One benefit of using Word or Google Docs is the spelling and grammar checker, which are NOT available on the KUDER platform.
2. Open **Google Chrome**.
3. Go to the following web address: theodorebobcats.org/joseph-mcrae
4. Scroll down the page to **DOCUMENTS** and find the folder titled "**Kuder Career Portfolio**." Click on the file titled "**Cover Letter for KUDER Career Portfolio**" OR "**Resumé Template – John or Jane Student**," depending on your needs.
5. Click **SAVE**, then **OKAY**.
6. Look at the **bottom left-hand corner** of your screen and find the downloaded file and click it.
7. Once the file has opened in Microsoft Word, look for the **YELLOW BANNER** at the top of the screen and click **ENABLE EDITING**.
8. Please Note: This is a template. You must change the information in the document to match your own.
9. Look for the **bold text**. Change this information to match your own.
10. When you have finished entering your information, **highlight the bold text**, then click the **CTRL key** and "**B**" at the same time. This will make your text appear like the rest of the document.
11. Once you have finished entering your information, find and click on the tab named **REVIEW**. It is near the top center of the computer screen. On the left, **under "FILE,"** find and click the tab marked "**Spelling & Grammar**." Make the necessary corrections.
12. **SAVE** the document to your **OneDrive** account, using a name you will recognize.
13. **DO NOT CLOSE IT YET!!!!**
14. Look to the **UPPER LEFT CORNER** and find the word **FILE**. Click **FILE** and find the word **EXPORT**. If **EXPORT** is not an option, click **SAVE AS** and one of the options that appears should be **EXPORT to a PDF**.
15. Click **EXPORT** and then click "**CREATE ADOBE PDF**."
16. **SAVE** this file to your **ONEDRIVE**. Note the name of this file. You must be able to find the PDF on the computer in order to upload it. **If finding the file proves difficult, save the PDF to the DESKTOP.**
17. Use these **PDFs** to **upload your resumé and cover letter** to the **MY DOCUMENTS** section on the **KUDER platform**. **THE KUDER PLATFORM ONLY ACCEPTS PDF FILES!**

How to Upload Your Resumé and Cover Letter to KUDER

1. **NOTE:** You **MUST** use **PDF files** of your resumé and cover letter. If the file names say Microsoft Word Document, it is not a PDF. See number 14 above.
2. Open the following website: al.kuder.com/
3. Click "**Log in with CLEVER login**"
4. Enter your **login** name **WITHOUT** "**@STU.MCPSS.COM**"
5. Enter your **password**.
6. Once the site loads, find the left-hand column and click "**MY DOCUMENTS**."
7. Find the **blue button** on the **right** that says "**ADD NEW FILES**."
8. **Upload the PDF files** of your **updated resumé** and **cover letter** from your **ONEDRIVE** account or from the **DESKTOP** of your computer.