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# How do I download PDF documents to my computer?

Should it be a PDF or Word document? The answer's complicated, but to help you make the best, most educated decision, I enlisted the help of two of our career coaches who specialize in resume reviews .

#### How to Know if Your Resume Should Be a PDF or Word -The Muse

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# PDF File - What is it and how do I open it?

As mentioned above, PDF should be your format of choice. If you find that it is not accepted at a specific company, then use the .doc format, but avoid .docx. Although .docx has been the default format for Word documents since 2007, some people might use older versions of Word or other software that will not read this relatively newer format.

### Should I Send My Resume' and Cover Letter as PDF or Word

PDF/Aâ€" PDF for Archivingâ€" is an ISO standard for the long term archiving of documents. If you or your firm does any federal work, this new requirement for filing in PDF/A will significantly affect how you create and work with PDF documents. In this article I will discuss the following:

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