Sorority Packets
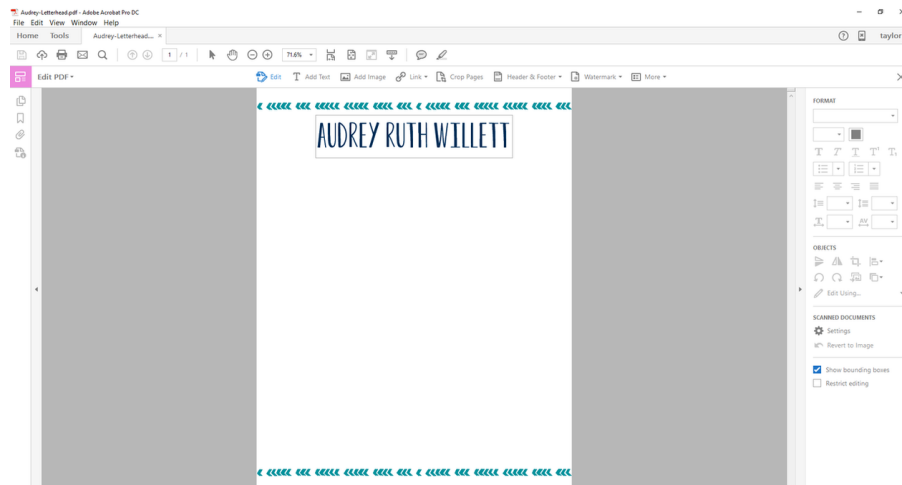
by LOVE, ME PHOTOGRAPHY

How to Merge Your Resume + Cover Letter Verbiage With Your Custom Letterhead
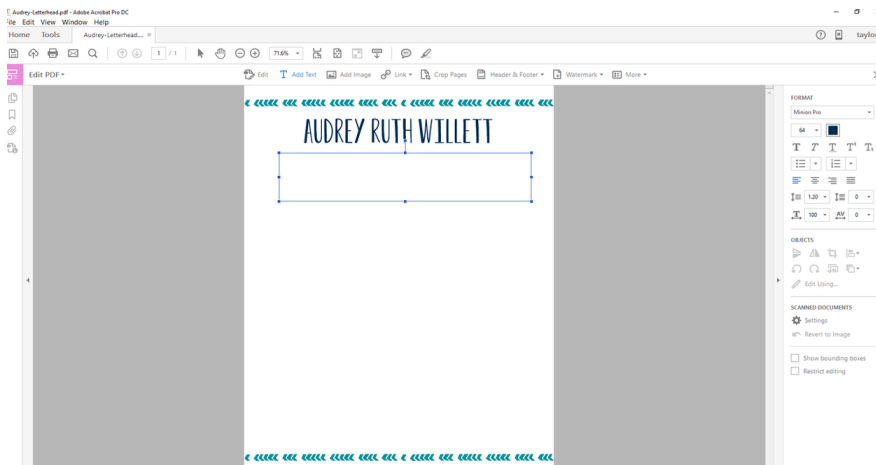
STEP 1: Open Letterhead in Adobe Acrobat
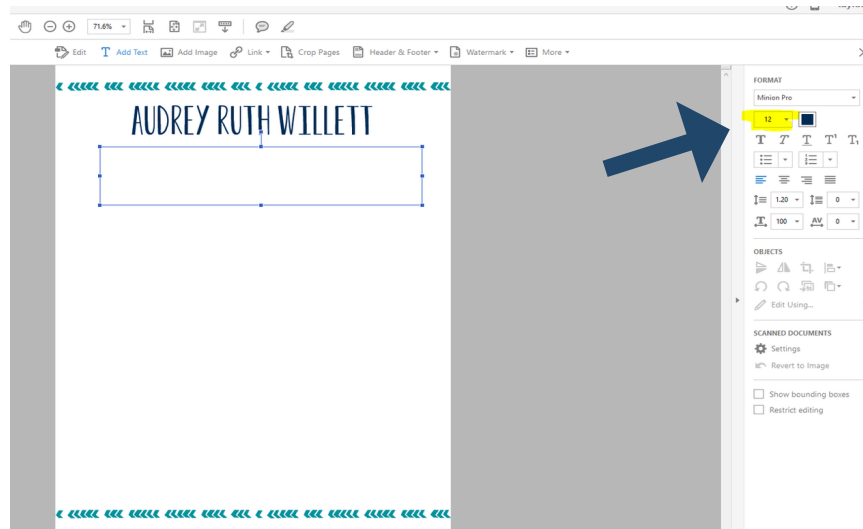
STEP 2: Add Text Box and Text
To open the editing toolbar showcased below, go to View>Tools>Edit PDF>Open


Select the "Add Text" button on the toolbar. Click and drag the cursor to create a text box. This is where you will insert your resume information.

Select a streamlined font (such as Minion Pro or Calibri) in a standard 12-point size.

Type or copy and paste your resume information into the text box. Next, use the text formatting tools on the right-hand column of your screen to give your text the look you want. (We recommend using the same font throughout the document and emphasizing different sections through bolding, italics, or varied capitalization. You can also experiment with the text alignment!)
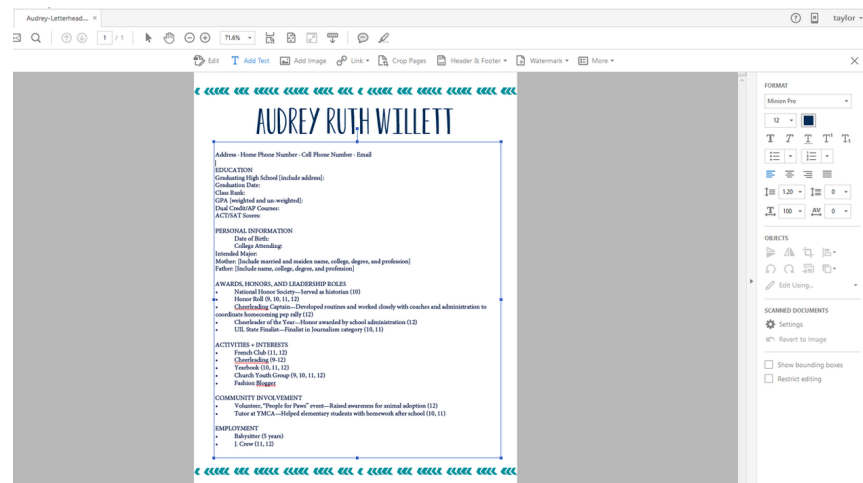
STEP 3: Align Text Box to the Center of the Document
Click on the edge of the text box and drag to position the alignment of your text. Your text box should be centered beneath your name, and there should be an even margin on either side of the box.

STEP 4: Save and Print
Save your resume or cover letter for printing by clicking File>Save As.

If you do not have Adobe Acrobat, we recommend taking your letterhead and cover letter + resume files to FedEx Office for printing. Most stores will be able to receive the Word Document or PDF containing your resume and cover letter verbiage via email but, to be on the safe side, bring both documents with you on a thumb drive as well.