Scanned resume Conversion in 10 easy steps

1. Customer brings in resume.

2. Scan resume as PDF.

3. Go to this PDF converting site https://www.onlineocr.net/

4. Select file

5. Select language

6. Select format (e.g. Word)

7. Enter Captcha Code

8. Hit Convert

After the file converts you have two options.

9. Option 1.   The text appears in the window that you can copy and paste into a new blank word document.

10. Option 2.   Download the word output file

2a. Select save, select enable save

Now the document is in an editable Word format. You will have to save it with a proper name after editing.

Best if used on single page resumes. The converter will only convert the first page of a multipage resume.

Preparation time – Under 5 minutes

Serves - Everyone