

ELECTRONIC RESUME FORMATS

Formatting Your Resume for E-mailing

1. Remove all special formatting from your document. This includes bullets, underlining, special characters etc.
2. Use dashes for bullets and create lines with asterisks (Shift + 8) if you want to give the resume visual structure.
3. Make sure your major headings (objective, education, experience) are ALL CAPS to set the different sections of your resume apart.
4. Align all the text to the left margin.
5. Select "File-Save As," change the File Type to text version (.txt) and create a file name such as "resume text version."
6. Now re-open your new text version. Clean up any extra spaces or characters and make sure that all information is lined up against the left margin. Your text version resume is now ready to e-mail or paste into a web-based form.

Formatting Your Electronic or Paper Resume for Scanning

If the your potential employer says that your e-mail resume should be in a **scannable format** make sure you:

- a. Use a san-serif font like Helvetica or Arial. Fonts with serifs, like **Times New Roman**, can bleed together and be misread by the computer.
- b. Add a Key Word section near the top or bottom of the resume. It re-emphasizes key skills and knowledge important to the position which will be 'read' and counted by the scanning system. Use words such as Microsoft Office, SPSS, C++, etc.

Formatting Your Scannable Resume to *Print and Send via Snail Mail*

Sometimes you will mail a hard copy of a resume that will be put into a scanning system. These resume do not have to look like the dressed-down electronic version you send via e-mail. Here are a few tips:

1. You need to make sure that the letters and formatting do not touch – this can confuse the scanning system. Italics and bold are fine as long as the letters do not touch.
2. Underlining and horizontal/vertical lines are OK, as long as the lines do not touch any of the letters.
3. Use a san-serif font like Helvetica or Arial. Fonts with serifs, like **Times New Roman**, can bleed together and the computer will misread your resume.
4. Avoid columns (scanning systems read text left to right)
5. Do not use round, hollow bullets because they may be interpreted as the letter "o." Choose round, solid bullets instead.
6. Add a space between the slashes so they don't touch the letters (e.g., IT / IS)
7. Use light colored paper and avoid paper that includes dark speckles.
8. Mail your resume flat in a large envelope. Folding your resume creases the ink and makes it difficult for the scanning system to read.

(Adapted from "Tips for Creating a Scannable Resume" by Kim Isaacs, Monster Resume Expert, www.monster.com)



ELECTRONIC RESUME EXAMPLE

MARIA JUAREZ
51 Valencia Street
San Francisco, CA 94110
(415) 661-xxxx

** OBJECTIVE **

A position in sales or marketing

** EDUCATION **

Bachelors of Science, Business Administration, focus on Information Systems
San Francisco State University, May 20xx

** EXPERIENCE **

20xx

Marketing / Sales Intern, Progressive Microproducts
San Francisco, CA

- * Marketed personal computer hardware and software
- * Participated in numerous microcomputer trade shows
- * Developed and implemented marketing and advertising strategies
- * Designed and developed peripheral hardware for microcomputers

20xx-20xx

Management Trainee / Salesperson, Grand Auto, Inc.
Oakland, CA

- * Performed sales work for auto parts chain store with annual sales exceeding \$35 million
- * Maintained large store inventory utilizing a computerized inventory system
- * Supervised and trained sales personnel
- * Compiled an impressive sales record and was recognized with numerous awards for outstanding performance

19xx-20xx

Salesperson, Consumers Distributing Company
San Francisco, CA

- * Performed sales of general merchandise for large catalog sales chain store
- * Handled cash
- * Performed inventory control and clerical tasks as needed

** ASSOCIATIONS **

Member, Data Processing Management Association
Golden Gate Chapter, San Francisco, CA
Member, Hispanic Accounting and Business Association
San Francisco, CA

REFERENCES Available upon request



SCANNABLE ELECTRONIC RESUME EXAMPLE (with keyword section)

MARIA JUAREZ
51 Valencia Street
San Francisco, CA 94110
(415) 661-xxxx

Trade Shows. Marketing. Advertising Strategies. Auto Parts. Awards. Outstanding Performance. General Merchandise. Design. Education. Microsoft Word. Excel. Peripheral. Displays. Supervision. Curricula. Training. Presentations. Computer.

** OBJECTIVE **

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** EXPERIENCE **

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