

## Introduction

Large companies frequently scan resumes into a database for storage and retrieval by Key Words searches. Use a “scanner” friendly resume when emailing a resume to large companies or cut/paste resume information into an application on an employer’s web page. When emailing resumes submit two resumes - a “scanner friendly” resume in the body of the email and attach a regular formatted resume. Let the employer decide which to review.

### “Scan Friendly” Resume Characteristics

- Use white or light colored paper; no non-traditional or bright colored paper
- Avoid graphics such as boxes, lines, or figures because they confuse scanners
- Use upper and lower case text – E.G., Helvetica or Arial
- No bolding, italics, or underlining text
- Use “\*” or “-” as bullets instead of bullet characters in your word document
- Leave at least one inch around the edges and put your name on top of each page
- Align all text to the left margin
- Do not double space within sections
- Select “File-Save As,” change the File type to text version (.txt) and create a file name such as “resume text version”
- Faxed resumes don’t scan well; send a second hard copy by mail
- Send unfolded flat resumes with no staples; folded and stapled pages don’t scan well
- Put in relevant/key words that describe skills and knowledge related to position throughout the body of the resume
- Optional: Create a separate section of “Key Words” that summarize or describe your qualifications and/or what you are seeking



# RESUME: SCANNABLE

## Scannable/Email Resume Example

John Smith  
1600 Holloway Ave, Apt 26  
San Francisco, CA 04132  
415-338-1000 H[jsmith001@sfsu.edu](mailto:jsmith001@sfsu.edu)H

### OBJECTIVE

Entry-Level Customer Support

### EDUCATION

BA English, San Francisco State, May 2006

### CLASSES

Composition, Public Speaking, Statistics, Psychology, Advanced Writing, Research, Phonology and Morphology, Structure of English, Language in Context

### SKILLS AND ABILITIES

Customer service experience, business writing, sales, leadership, problem solving, accurate record keeping, staff scheduling, inventory maintenance, PowerPoint, EXCEL

### EXPERIENCE

#### Shift Manager

Borders Books, Daly City

2003- Present

- \* Supervised a six person shift in busy book-media retail outlet
- \* Achieved shift and store sales goals for eighteen consecutive months
- \* Quickly promoted from cashier to Shift Lead within four months

#### Tutor

Learning Assistance Center, SF State

2003-2005

- \* Tutored undergraduates in English composition, teaching rules of grammar, punctuation, expository composition, and final editing
- \* Cross cultural experience – worked with students from around the world and first generation college students

### EXTRACURRICULAR

- \* Avid outdoorsman – Trip leader, camper, hiker, and archer
- \* Treasurer, SF State Chess and Shoot Club

### KEYWORDS

Management, Business Administration, Marketing, Sales, Customer Service, Retail, Leadership, Hospitality, Communications, Writing, Speaking, Editing, Education, Tutor, Publications, Copy, Events, Research, Accounting, Finance, Operations, Entry-Level, Trainee

