

# Frontenac Employment Resource Centre

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## ELECTRONIC RESUME

## TIPS



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# ELECTRONIC RESUMES

One of the advantages of job searching on the Internet and applying online is that the **information is accessible 24 hours a day**. Also it shows an employer that you have the computer skills that companies are looking for.

When you apply for a position, **always follow the employer's instructions on how to submit your resume**. Pay close attention to specified formats for electronic submission. And **always spell check** before sending your cover letter and resume. To capture the interest of the reader as quickly as possible, the most important information of the resume has to be in the top 1/3 of the first page.

Electronic resumes include **scannable keyword resumes, e-mail resumes, online resume application forms** and **web resumes**.

## ASCII File Formats

### **(American Standard Code for Information Interchange)**

Most computers and computer software are able to recognize ASCII Plain Text format; this format is commonly used on the Internet to transfer data across computer networks. This "plain text" or "text only" file is identified by the .txt file extension. Generally, it has been suggested that this type of format does not require specific software to be read.

### ASCII Plain Text format

Plain text with no formatting:

- sans Serif Font (Arial, Helvetica)
- font size 10-14 pt
- left aligned
- no formatting features such as bold or italics
- no vertical or horizontal lines
- no tabs, columns, graphics, shading, boxes, borders
- no bullets but dashes (-) or asteriks (\*)
- CAPITALS to emphasize text

For an example of an ASCII Plain Text resume, visit [www.eresumes.com](http://www.eresumes.com)

### ASCII Rich Text format

The ASCII Rich Text format (identified by the .rtf file extension) allows you to implement fancy formatting options such as bold, underline and bullets. This format is compatible across word-processors. However, keep in mind that not all submissions in rtf format are readable. If you are not sure of whether the receiver's e-mail system supports attachments, it is best to avoid Rich Text and submit your resume in Plain Text. (reference [www.eresumes.com](http://www.eresumes.com))

# SCANNABLE KEYWORD RESUMES

A scannable keyword resume is a scannable resume with a keyword summary.

When electronically scanned, your resume will be read by using special scanning equipment that will enter data electronically and stored in a resume database. “When an employer is ready to hire someone, he can specify the type of experience, skills or education needed for a particular position. This information is then used to sort all the resumes in the employer’s databank. Any resumes that match (keywords) are selected and printed. Key job titles, skills, areas of experience and education are some components that can be extremely important in having your resume sorted and pulled from thousands of scanned resumes.”(cited from [www.provenresumes.com](http://www.provenresumes.com)).

To ensure that your resume will be noticed in the selection process you have to include the keywords that are relevant to the position. In a keyword resume you have to use nouns to emphasize your skills, education, work experience and achievements (e.g. Computer Engineering, B.Sc. Degree). Use keyword synonyms to maximize matching keywords (e.g. Manager, Supervisor). Also use buzzwords, common acronyms and non-abbreviated acronyms (e.g. MS-Office, Microsoft Word).

Adding a keyword summary, preferably at the beginning of your resume, is recommended for all resumes because it provides a concise summary of your qualifications for the employer.

For an example of keywords and a keyword resume, visit [www.eresumes.com](http://www.eresumes.com)

Because many scannable programs are unable to read special characters (such as underlining, italics or bullets), a scannable resume should be in Plain Text format. Emphasize features of your resume by creating blank lines between each reference.

When sending your scannable resume through regular mail, always send crisp copies, preferably laser-jet printed on quality paper. Do not use staples (ensure your name is on all pages of your resume) and do not fold the pages because that will disturb the scanning process.

For an example of a scannable keyword resume, visit [www.careerperfect.com/CareerPerfect/resumes.htm](http://www.careerperfect.com/CareerPerfect/resumes.htm)

# E-MAILING RESUMES

When using e-mail to submit your cover letter and resume, pay close attention to instructions and specified format for submitting.

## E-mailing your resume directly within the body of the e-mail message

Cut and paste your cover letter and resume into your e-mail message area. The ASCII Plain Text format is preferably used because it will be readable by most computers. Since e-mail allows no more than 60 characters to a line, you will most likely have to adjust the margins: left margin 1” and right margin 3”.

For an example of a resume sent directly in the body of an e-mail message, visit [www.scu.edu/careercenter](http://www.scu.edu/careercenter)

## E-mailing your resume as an attachment

Some disadvantages of sending your resume and cover letter as an attachment are:

- attachments can transfer viruses; ensure that your computer is free of viruses
- attachments may not be able to be read as a result of incompatible software (e.g. sender Word 2000 - receiver Word '97)

If in doubt whether or not the receiver can open or read your attachment, try to find **information** and **instructions** in the **ad**, or you can send your attachment in the ASCII Plain Text format.

Send your e-mail message first to yourself to see how you receive it. Edit where necessary. Then send it to a relative or a friend, who uses a different e-mail service provider, for proofreading and their feedback. Once you are completely satisfied, send it off to the employer. (reference [www.scu.edu/careercenter](http://www.scu.edu/careercenter))



# ELECTRONIC FORMS (E-FORMS)

Resumes can be submitted on the Internet by filling out an online application form. Your resume will be stored in an online resume databank and can be viewed by recruiters and employers. There are public resume banks such as [www.electroniclabourexchange.ca](http://www.electroniclabourexchange.ca), [www.monster.ca](http://www.monster.ca), [www.jobshark.ca](http://www.jobshark.ca), [www.ebjonline.com](http://www.ebjonline.com) and [www.careerbuilder.com](http://www.careerbuilder.com) and resume banks for individual companies or organizations such as [www.jobs.gc.ca](http://www.jobs.gc.ca)

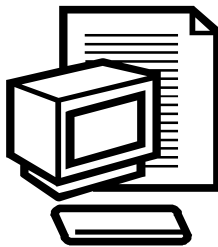
Points to take into consideration when choosing to post your resume online are:

- the confidentiality level of your job search,
- the reputation of the agency or site,
- your preferred industry or sector,
- the ability to up-date or remove your resume at your convenience and
- the costs involved in posting.

## Filling out online application forms

When filling out application forms online, as with all application forms, **read instructions carefully!**

- Type the information into specified fields as requested.
- Select information applicable to you.
- Cut and paste resume text in designated area (most forms use ASCII Plain Text). Some resume posting sites may allow you to post your entire resume in one step and other sites allow you to paste only a certain amount of words in a particular area. When you work in MS Word, you can left click on “Tools”, select and left click on “Word Count” to get a count of the words in your document.
- Preview and print your application form before final submission.
- When finished, click on “Submit” or “Send” button to submit information.



# WORLD WIDE WEB

You can post your resume as a Web page using the ASCII Hypertext format (HTML: Hypertext Markup Language).

HTML format allows you to demonstrate your skills using HTML code. This type of resume will be lucrative for computer programmers, home page developers, graphic designers, artists, animators and cartoonists as it displays your computer competency and expertise.

E-mail your resume or post your resume in the online resume bank of employers who you would like to see your web page. Include your web page address in your resume, so that if the employer is interested, he can visit your web page.

For examples of a web resume, visit [www.reslady.com/gallery-index.html](http://www.reslady.com/gallery-index.html)



## MORE INFORMATION

Interesting websites for more information about Electronic Resumes are:

- [www.eresumes.com](http://www.eresumes.com)
- [www.susanireland.com](http://www.susanireland.com)
- [www.provenresumes.com](http://www.provenresumes.com)
- [www.jobstar.org](http://www.jobstar.org)
- [www.reslady.com](http://www.reslady.com)