

## **Preparing Your Resume: ELECTRONIC/ SCANNABLE RESUMES & TECHNOLOGY**

### What is an electronic or scannable resume and why is it used?

Although conventional resumes and electronic or scannable resumes contain the same basic information, the information is presented in very different ways. Due to the increasing number of resumes being submitted to human resources departments, more and more companies are using computer scanning systems to prescreen job applicants' credentials. After submitting an electronic or scannable resume, a computer will search the resume for keywords or "buzzwords," including information such as university attended, major, degree, GPA, extracurricular activities, internships, work experience, computer skills, foreign language proficiency, and specific job functions, skills, and responsibilities. To make sure your resume does not end up in the reject pile, you need to create a resume that includes as many industry "buzzwords" as possible; these are usually nouns that can be taken directly from the job description. Sample nouns can be found on the reverse page. The more "buzzwords" the computer finds, the more "hits" your electronic resume will get and the better your chance will be for an interview!

### Follow these simple guidelines when creating an electronic resume:

- ✓ Use basic fonts (e.g., Times New Roman).
- ✓ Check text in full caps or bold to make sure letters do not touch each other.
- ✓ Do not use full justification. Scanners cannot always handle the extra spaces between words and letters that full justification creates.
- ✓ For emphasis utilize capitals, bullets, and bold. Avoid underlining, graphics, and italics.
- ✓ Include a Keywords section under your name and contact information.
- ✓ Use as many pages as necessary to fit everything in your resume (don't "save" material for the cover letter).
- ✓ Send a clean, laser copy or high-quality photocopy.
- ✓ Save your resume as "Smith, John Resume.doc" so that it is easier for the recruiter to locate amongst the hundreds of resumes received each week named "resume.doc".

### Here are some tips about using technology to submit your resume:

- ✓ **E-mail text resumes:** When you copy the text of your resume into the body of an e-mail, use left-hand justified, plain text format. Avoid using tabs, bullets, underlining, bold, and graphics.
- ✓ **E-mail attachment resumes:** When you e-mail your resume as an attachment, use your name in the document title. Some employers will not accept attachments because of the danger of viruses. It is our recommendation to copy and paste your resume into the body of the email as well as attach the resume to your email.
- ✓ **Online resumes:** Follow the directions on the Web site where you are submitting a resume; directions for online submissions vary considerably.

### For more information:

A good site about scannable resumes is <http://jobstar.org/tools/resume/res-elec.php> (last accessed 5/12).