

How to Prepare and Internet-Ready Resume

What is the difference? The resume that you put online is often the same or a similar document to the one you created to be printed with a few formatting exceptions. Due to the variety of word processing programs and versions used by employers you will want to make your resume as simple and clean as possible. This will ensure a seamless transition from computer to computer.

Your electronic resume should:

1. **Be easily scannable and able to be cut and pasted without difficulty** – Lines and other details from text resume can be difficult to transfer. Minimize all superfluous design elements. Bulleted lists are okay but you may want to use standard keyboard symbols such as dashes (-) or asterisks (*) instead of the automatic bullets provided on some programs.
2. **Contain a minimum of typeface changes and/or font sizes** – Do you have 3 different fonts and 4 different sizes on your print version? This is a BIG no-no for electronic resumes. Use only one size of font (exceptions – you can still make your name 2-3 fonts sizes bigger), minimize bolded words – use all caps instead for emphasis, and use only one universal font for the entire documents – Arial and Times New Roman are good choices.
3. **Make sure the important information is in the top ½ pf the page** – When opening up a word processing attachment only the top of the page will show. Make sure the information you want them see is there. Don't make the employer scroll down to see how qualified you are for the job!
4. **As always, be absolutely free of errors** – Because of the simple format, errors in electronic resumes seem to jump out at the reader. Check and re-check grammar and spelling – Don't rely on the spell check to fix the mistake for you!

Tips to stay out of the trash bin:

Follow directions. Do they want your resume as an attachment? Do they specify the need for a separate cover letter? Do they want you to use a certain program? (Word and WordPerfect are different!)

Do a test run before sending your resume to employers. Send your resume to friends and have them open it and do a 15 second critique. Questions to ask: what drew their attention first? Did the resume “travel” well and look professional? Would they hire you?

Your email message is a cover letter. “Here’s my resume, thank you for your time” is not an appropriate email message. Like a regular cover letter the body of the email should introduce you, specify how you meet the needs of the employer, and encourage the recipient to read your full resume. This is especially important for postings that do not ask for a separate cover letter to accompany your resume.

Your subject line is part of your resume. Use the job title or job code cited in the job posting to make it easier for your e-mail to be recognized and routed to the appropriate person. Adding your name can be helpful in differentiation you as well. Example: Job Posting A3456-John Smith or Wellness Coordinator Position – A. Brown.

Name your resume. Imagine getting 200 emailed resumes named: Resume.doc! How would you keep track of them? Instead use your name in the “Save As”. SmithJohnResume.doc will not only be easy for the recruiter to find but brings your name once again into the spotlight.

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