

ELECTRONIC RESUMES

- **Start with your printable resume and “Save As” in ASCII or text only format**
- Develop keywords that are related to this type of work to increase your chances of your resume being picked out of a database
 - Use professional jargon, want ads, job descriptions to obtain words
 - Use noun key words rather than action verbs, e.g. systems analysis
 - Use key words throughout the resume or develop a Summary of Qualifications using keywords at the beginning of the resume
 - Use different forms (different name for same thing, e.g. “managed”/”directed”) of key words throughout your resume as this increases the chances that the words will be picked up
- Be sure that your name is by itself on the first line of the resume on each page and use your middle initial if you have one
- Use standard address format and put phone numbers on their own lines
- Move all text to the left margin, remove tabs and use the space bar to indent
- Try to make sure letters do not touch each other, use Arial or Times New Roman fonts between 10 and 14 points
- Avoid bolding, italics, underlines, graphics, lines, bullets, columns, brackets
- Use capital letters or ! “ # \$ _ * +, - . / : ; ~ ‘ to highlight areas
- Keep your line width to 70 characters or less (right/left margins 1.25)
- Spell check and proof read your resume when you are finished