Electronic Resumes

Generally, an Electronic Resume refers to a resume that is sent to an employer via the internet or email. It can also refer to resumes sent electronically through online applications and job boards.

SENDING YOUR RESUME VIA EMAIL

Basically, you have less than 30 seconds to capture an email reader's attention. In that amount of time, you have to convince the recipient to open your email, read your message, and **not** delete your email.

- Read and follow application instructions completely. Failure to follow instructions may delay your application status. In addition, you may be perceived as an individual who does not follow directions well. Send it to the appropriate individual(s) or email in the requested format.

- Meet or exceed any posted deadlines. This demonstrates follow-through and ability to follow directions.

- Use an appropriate subject line. Include the Job Title or Job Announcement# that was included with the advertisement. Make it easy for your email to be read, recognized, and forwarded.

- Include a cover letter! Many applicants submitting resumes electronically eliminate this important step. Recruiters still want to review your written communication skills. Use the body of the email to create a well-developed, grammatically correct cover letter as a way to introduce you and your resume. *"See attached resume for entry-level abc position"* is not sufficient.

- Always send your cover letter and resume in the body of your email message. If you want to include these documents as *.doc* or *.pdf* attachments, that is fine. But, don't make the reader have to "work" to access your information. The recipient may not open foreign attachments; this method will also help you get through email systems that reject specific attachments.

DO

- Keep resume brief (don't require the employer to scroll through long screens.)

- Keep the language clear and professional. Use "buzz" or "key" words. Incorporate words from the job description and the industry into your resume and cover letter.

- Apply basic rules of proper grammar and spelling. Use spell check to review your final document, but don't rely on it for complete accuracy. Proofreading is still extremely important.

- Include an objective. Be specific. Indicate which position you are applying for within the organization. This provides the reader with information on forwarding documents to the appropriate individual(s) or departments within the organization.

- Prioritize information and showcase your strong points. Arrange information in order of importance (most important to least.)

- Limit experiences and training to those most relevant to the position for which you are applying.

- Use specific headings such as "Significant Experience", "Relevant Work Experience" or "Professional Internships" instead of just "Experience."

DO NOT

- Use personal information (age, gender, marital status, religion, political affiliation, etc.)

- Use personal pronouns.

- Use sentence format. Fragmented statements are easier and faster to read.

- Center-align text.

- Exceed two pages.

- Use jargon, abbreviations, and acronyms that may vary in different industries. (What may seem commonplace to you may be unfamiliar to an employer. Always spell things out.)

- List references on your resume (unless specifically requested.)

- Send resume as an attachment (unless specifically requested.)

FORMATTING

Save document as an ASCII (or text) file only. ASCII files do not contain graphics, special fonts, or formatting such as *italics*, **bold**, or <u>underline</u>. Bullets with tabs are not used. Tabs, tables, and multiple columns are not recognized. To save and format a document as an ASCII file, follow the tips below:

- Use white space (the best resumes contain decent margins and good spacing.)

- Type headings in ALL CAPS to make them stand out.

- Left-align ALL text, including headings.

- Avoid using tabs, columns or tables.

- Limit line length to 65-70 characters.

- Set margins at 1 inch and use Times New Roman or Courier 12 point font.

- ASCII recognizes ONLY the following punctuation marks: ! " # $ & _ * + , - . / : ; < = > ` '

TO SAVE DOCUMENT AS ASCII FILE

- Open current resume.

- Click "Save As" and give your document a name in the "File Name" dialog box.

- Click the drop down arrow in "Save As Type" and select "Plain Text."

- Click "Save" button (your new document will be saved with a *.txt* extension.)

- View the document and correct content and placement of text. Eliminate tabs (use space bar and add 1-2 spaces where needed); Replace formatting such as **bold** with ALL CAPS. Use white space (blank lines) to separate information and make important content stand out.

- Consider replacing bullets with * or + at the beginning of lines to make content easy to read.

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