



## ELECTRONIC RESUMES

Many employers use the internet to list their job postings. Either through an organization's own corporate website or through a site like CareerBuilder.com, you may be asked to email or upload your resume.

### **EMAIL**

Some job postings ask you to email your resume directly to a contact person. Your email should include a nice message, short and direct. State your purpose in the first line of the email (e.g., I am writing in response to your posting for an experienced Financial Analyst). Then briefly state your qualifications and give your contact information. Be sure to **Attach** the resume in the file format requested (e.g., Word, PDF) and reference the job posting number (if given) in the subject line of your email.

### **UPLOADING**

Uploading is not hard to do, and it's a great way of making your resume available to potential employers. The employer can search your resume for keywords that match the job description. You may be asked to upload your resume in any of the following common file formats:

### **MICROSOFT WORD**

Many organizations use Microsoft Word. If you are asked to send a Word document, the newer versions of Word will create a .docx file format when you save the file. Occasionally, when you are sending your document to a person who may not have a recent Word application, they may ask you to save your document as a previous version of Word. Choose **Word 97-2003 Document (.doc)** file type from the "Save as type:" drop-down when asked to save.

### **TEXT FILES**

**Text File** – If you are asked to send a text file, you could save your resume as a **Rich Text Format (.rtf)** file. This allows you to keep a little of the formatting (e.g., font, size, bold, italics, margins). But, for uploading, the better choice would be a **Plain Text** file.

**Plain Text File** – If you are asked to upload a plain text file, then save your resume as a **Plain Text (.txt)** file. This means you will not see any of the formatting, just the text from the document.

After you have saved your resume as a text file, make sure you look it over – you can open Notepad on your Windows computer to easily edit the file. The .txt file omits bullets and special formatting to make the resume easy to upload. The benefit of this format is that boldface, italics, bullets, and other formatting techniques will not interfere with keyword search, retrieval or printing capabilities.

## PDF

What's nice about this format is that **PDF (.pdf)** files retain the formatting of the original file, but you don't need to have the application that created the document installed (e.g., Microsoft Word) in order to open the file. You just need to have Adobe Reader on your computer. You can create a PDF from almost any file format.

***One of the great new features in newer versions of Microsoft Word is that you can Save As a PDF in Microsoft Office (without purchasing any additional software). Here's how to do it:***

To save or export a file to a PDF, you must first install the **Save as PDF Add-In** for the Microsoft Office system. Go to the **Microsoft Save as PDF** page and follow the instructions on that page. The full website address for this page is:

<http://office.microsoft.com/en-us/word-help/save-as-pdf-HA010354239.aspx>

After you install the Save as PDF add-in, you will have additional options when you go to Save As.

1. Click the **Microsoft Office Button**, point to the arrow next to **Save As**, and then click **PDF or XPS**.
2. In the **File Name** list, type or select a name for the document.
3. In the **Save as type** list, click **PDF**.

## WEB PAGE

**Web Page, Filtered** – some companies are now asking that you save and upload your file as a web page (.htm or .html). The Web Page, Filtered format removes some proprietary Microsoft Word formatting from your .html page. You can select this format right from Microsoft Word, and it will render your resume in a browser with colors, fonts and formatting intact. The document may look a little different when rendered in a browser, dependent upon the width of the browser opening the web page.

## GENERAL NOTES

Use good keywords in your resumes. Focus on applications and job titles, but also look for phrasing in job postings that interest you. Add those keywords into your resume.

Keep track of the websites where you have uploaded your resume. Note the date that your resume was uploaded and the job posting you were responding to.

Don't choose fonts that are uncommon in your documents. Times New Roman and Arial are good font choices to use.

It's a good idea to left-justify block text formatting, and minimize the use of tabs and columns.

When saving your resume, think about the file name. Using your filename as Last Name, First Name is an effective way to identify your resume. An added bonus is that the resume will file in alphabetically with other resumes the hiring manager has received. You can also include the position title as part of the file name (i.e., Jones, Mary, Marketing Specialist.docx).