

### **Other Resume Writing Tips:**

- Resume should be one-page. If you need to compose two pages, make sure your heading and page 2 are listed on the second page.
- You should never use less than a 10 pt. font. Recruiters have trouble reading anything smaller.
- Avoid expressing ideas, goals or future aspirations in your resume. Save these for interview questions if applicable. Your resume should consist of facts that present yourself clearly, succinctly and confidently.
- Select keywords carefully in your resume. Keywords are the basis of most electronic resume search and retrieval processes. They represent the nouns and phrases that highlight technical and professional areas of expertise, industry-related jargon, projects, achievements and other distinctive features about a prospect's work history that provide the content from which to search for a resume in a database.

### **Scannable Paper Resumes:**

- Send original laser printed resumes, not photocopies or faxes
- Use light-colored 8 1/2" x 11" paper printed on one side only
- Use non-decorative typefaces, sized 10 to 14 points. Use only one font type for the resume.
- Do not use graphics, shading, script fonts, italics, underlining, bullets, parentheses, brackets or bold-faced text.
- Do not use horizontal or vertical lines.
- Use wide margins around the text.
- Do not fold or staple your resume.
- Your name should be the first readable item on each page; keep it separate from the addresses.
- Remember to use action words, and key words important to your field

### **E-Resumes:**

ASCII Plain Text (directions to use in the body of email message or e-form on internet company site only)

- Set your margins so that you have 6.5 inches of text displayed.
- Compose a resume from scratch or open an existing resume in your word processor.
- Select all of the text and then select a 12 pt. font such as Courier 12. This will give you 65 characters per line, which will accommodate most email programs.
- Save your resume as a "text only" file with "line breaks." Note: if you have used "hard" carriage returns at the end of paragraphs instead of lines, save as "text only" without the line breaks
- Open this file in Notepad, or any other text editor that you can cut and paste text into.
- Replace all bullets and underlining with their ASCII equivalent. Bullets can be replaced by asterisks (\*) or hyphens(-).
- If you see long lines of text in your editor, use Notepad's word wrap feature under the Edit menu. If you have used hard carriage returns in your composition, do not use the word wrap feature.
- Remove all tabs, and where space is required use the spacebar. Use spaces to separate paragraphs.
- Copy and paste the text of the resume into the body of a test email message to yourself, once you are satisfied with the way it looks in your text editor.
- Create a short cover letter using the same steps as above. Insert this text above the resume in the email message. Do not send the cover letter separately as an email attachment.
- Send a copy of this email message to yourself and a friend who has a different email program, before sending it to the recruiter.

ASCII Hypertext Resumes (.htm or .html file format)

- Provides added flexibility in formatting the electronic resume.
- Should integrate traditional resume development with basic Web page design strategies.
- Unlike Web-based resume databases that attract the attention of employers and recruiters by promoting their large databases, job seekers using Web resumes must attract the attention of interested employers and recruiters on their own by using other self-marketing techniques in a coordinated job search campaign.

ASCII Rich Text (.rtf extension)

- To send your resume as an email attachment, use ASCII rich text resumes (.rtf extension).
- Make sure your recipient's email system supports the rich text format extension.