SENDING RESUMES

There are three different ways to deliver your resume:
1) U.S. Mail; 2) Email Attachment; 3) in the text of an email.

Some hiring managers allow you to send email attachments, others want you to send the resume in the text of the email message. Try to find out which method the hiring manager prefers. If you are unable to find out their preference, send your resume both ways.

TO SEND YOUR RESUME AS AN ATTACHMENT:

♦ Create your resume in Microsoft Word or another commonly used word processing program. Unless the employer specifies not to, **convert the word document into a pdf file.**

♦ Save the resume document under a distinguishable name such as "JoeSmithresume.doc". This way the employer can readily identify your document and find it once saved to a computer. Avoid being to general and saving your document as "Resume.doc".

♦ Make sure your document is free of viruses

♦ Send a copy to someone you know first to ensure that it is easy to download, the formatting remains secure, and it is free of viruses.

TO SEND YOUR RESUME IN THE TEXT OF THE EMAIL MESSAGE:

♦ You can create your resume in a word processing program and then cut and paste the documents into the body of the email. Make sure you save your cover letter and resume as "text only" or "plain text".

♦ Choose a common, non-decorative sans serif font such as Arial or Optima; use size 10-14 points (avoid Times 10 point). Do not use *Italics*, underlining, graphics or shading, or **BOLD**. Use UPPERCASE type for section headings and asterisks (*) for bullets.

♦ Do not use tabs; instead align all of the text along the left-hand side margin.

♦ The cover letter should come before the resume in the body of the message.

♦ Send the email text to yourself and a friend first to view the appearance in different email systems.

♦ The text resume may look simple, but it is what the employer expects. Their main focus is the content of your resume.

TO MAKE YOUR RESUME SCANNABLE:

Large corporations, which receive hundreds of resumes daily, use resume-scanning software. Scanning software is typically part of a sophisticated "applicant tracking system" which stores your information in a candidate database. Put simply, the computer "reads" your resume and extracts important information about you, including your education, work history, and skills. An employer can then search electronically stored resumes according to specific job criteria.

If you are not certain whether an employer is using an applicant tracking system, contact the human resources department and ask whether they routinely scan resumes. The following tips on preparing resumes for optical scanners

♦ Use keywords that state specific skills (e.g., Excel, Leadership, Bilingual) and from the job description including buzzwords (e.g., Total Quality Management, Accounts Receivable/Accounts Payable, Product Management).