

Creating .TXT and Scannable Resumes

These instructions are for users of MS Word, both for the Mac and for Windows.

1. Open your resume.
2. Click on File, then choose Save As.
3. Look in the box for the button that says 'Save File as Type' or 'Format'.
4. Choose "Text Only."
5. Rename this copy of your resume 'Text Resume'. Save 'Text Resume'.
6. Close 'Text Resume', then reopen it. Edit it as needed.
7. When sending, **attach** your regular resume (the one with the '.doc' extension) to the e-mail, then **paste** your text resume (the one with the '.txt' extension) in the body of the e-mail. Employers have the option of opening the attachment or just printing out the text resume.
8. To paste your resume, open 'Text Resume'. Click on 'Edit' and choose 'Select All'. Then click on 'Edit' again and choose 'Copy'. Open your e-mail, place your cursor in the body of the e-mail, go to 'Edit' and choose 'Paste'.
9. Test your formatting by e-mailing your resume to yourself and to several friends. Adjust the formatting as needed.

Making a Scannable Resume

A scannable resume is one that you will send to a company to be digitized and put into their database. Managers and recruiters can search the database to find good matches for their open jobs. To maximize your chances of getting a 'hit', your scannable resume should ensure that a scanner can read it without misreading key information.

- Use Times, Times New Roman or Arial font. Font size = 11 to 14 points.
- Bullets should be solid and leave some space in between the bullet and text.
- You can use symbols from the top row of your keyboard (#, *, -) for bullets. Put a space between a word and a symbol so that they do not touch.
- Do not italicize, bold or underline text.
- Do not use lines, pictures or symbols.

Winning the keyword search

- The computer will look for industry terms, buzzwords, jargon, hard skills and commonly used trade terms. Include these in your summary statement and in your PSRs.
- The computer will also look for job titles, departments, key functions, relevant personality traits, computer hardware and software, programming languages, academic degrees, fields of study, foreign languages that are RELEVANT to the target job.