

Electronic Resumes

The paper form of a resume is the most valuable and recommended. However, with the pervasiveness of the Internet, email, and optical character recognition software (including scanners), electronic resumes are becoming more widely used. The Internet presents substantial networking as well as global job search opportunities. There are numerous sites on the Internet where you can search for job openings and apply online, post your resume, join news group discussions and subscribe to job mailing lists. However, it is important to keep in mind that the Internet is a public communication medium. Once you submit your resume, you lose control over who views it. Identifying and using sites you trust is advisable.

Common Ways to Submit E-Resumes

1. As an attachment or in the body of an email message
2. With electronic forms on company websites (replace every thirty days)
3. By publishing your resume on a web page

Electronic Resume Rules

DO

- Identify at bottom of page that the resume has been designed specifically to paste in e-mail and for scanning.
- Use 12-point Arial or universe fonts
- Register every line to the left margin
- Use dashes (-) as bullets
- Use spaces to separate words to make them stand out
- Put you name and resume categories in UPPER CASE
- Use capital letters for emphasis (e.g., ACCOUNT MANAGER, EXECUTIVE VICE PRESIDENT)
- Put your contact information on separate lines (especially phone and email) with your name on the first line
- Use ASCII or text to ensure "scan-ability". RTF format cannot be read by all tracking systems.

- Include a "Skills" or "Keyword" summary section near the top
- Use hard returns (the enter key) for new paragraphs
- Keep other headings the same as a traditional resume

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DON'T

- Bold, underline or use italicized fonts
- Use graphics and shading
- Use any font except Arial or universe. If you must use a different font, make sure it is a sans serif.
- Bullet, use dashes or asterisks instead
- Insert symbols
- Tab, indent or center
- Use columns
- Use boxes or frames

Sample E-Resume

WALTER CRANE
30 Vandenberg Ave.
Troy, NY 12180
518 283-7326
crane@hvcc.edu

OBJECTIVE

Seeking a challenging position as an INDUSTRIAL ELECTRICIAN

AREAS OF KNOWLEDGE

-Motor Control - AC/DC Circuits - Troubleshooting - Transformers - Programmable logic controllers - Industrial, Commercial, Residential wiring - National Electric Code - Single and three phase motors

EDUCATION

AOS Electrical Construction and Maintenance - May 1999
Hudson Valley Community College, Troy NY
GPA 3.69 HONORS President's list

RELATED EXPERIENCE 1993-Present

Electrician - Apple Electric, Macintosh, NY
-Summers and part-time while attending college gained valuable experience as an electrician wiring residential homes.
-Skilled in the installation of lighting and receptacle circuits, underground and overhead services, and alarm systems.

GENERAL EXPERIENCE

1994 - Present: Package Sorter, United Parcel Service, Latham, New York
-Working 20 hours per week while attending college, sorted mailed packages with speed and efficiency in a fast paced, team oriented environment.
-Financed 25% of my educational costs.

HONORS

-Phi Theta Kappa National Honor Society

COMMUNITY SERVICE

Fall 1995 Volunteer - Bowl for Kid's Sake, Big Brothers of Albany NY

ACTIVITIES

Student Senator, Hudson Valley Community College - 1995

References Available Upon Request

Special Resume designed specifically to paste in e-mail and for scanning.