

Creating a Text- Only Resume

The text-only (e-resume) is basically a block version of your resume without any formatting. Here are easy instructions for creating an Electronic Resume for employer scanning, sending by e-mail and posting on line. In most cases an employer or jobsite portal will advise you when to send a text only resume, also called ASCII. Ask when in doubt. A scannable resume is most effectively sent by e-mail because the scanning machines can misinterpret a hard copy.

- Make a copy of your resume and work from your copy.
- In your word processor, select file and save as Type: plain text- insert line breaks. Close the file. Your file icon will look like a notepad.
- Reopen your Electronic resume and left-align all text, including all heading information.
- Be sure that text lines are no more than 65 characters or 6.5 inches long. Manually adjust lines that are too long. Move lines down for clarity.
- Change entire document to font Courier 10 if it is a different font.
- When bullets appear as question marks, replace them with asterisks or dashes.
- Delete name and heading information from the second page and move up the text to create a seamless document.
- Check for tabs, columns, or tables that are not in correct order.
- Correct broken lines and spacing errors.
- Avoid italics, underlining, bolding, varied fonts and colored paper.
- After conversion add a Key Word Summary on the top of the text only resume. Call it KEYWORDS. Put keywords in a paragraph separated by a comma with all words having their first letter capitalized. Key words are nouns or noun phrases reflecting areas of expertise, industry experience, functional roles, job titles, education, specific skills, achievements, commonly used trade terms, technical terms and any other concepts relevant such as Marketing, Senior Sales Management, Banking Industry, MBA, etc. which are found in your resume, from networking, or that are in position descriptions. When you add key words not in your resume, your resume should support them by its content.

This Electronic Resume takes about 45 minutes to convert and gives you a competitive edge.