

JobPad Talent Transition Platform

RESUME GUIDELINES – To maximize chances of callback from employers

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TIPS FOR ELECTRONIC RESUMES

Did you know that most companies first use software to read resumes? So that means all the information in your resume is collected by the software first, only then is your resume read by the human.

Most people fail to realize that when submitting a resume online it needs to be modified. If your resume is anything but plain and simple the electronic processing software will get all your information wrong. This means you are not getting that job!

It is extremely important to have two versions of your resume. One that can be easily read by the computer and one that is meant for a human which is probably the more detailed and ornate. For the resume you are sending online if it makes you more comfortable you can always add a line at the bottom saying “Please contact me for a more aesthetically pleasing resume as this resume was made for an automated resume software”.

The rules to creating an electronic resume are very simple let's get started!

1. Always Use Microsoft™ Word format

- This means do not use PDF, HTML, WordPerfect, or RTF.
- Most software cannot not read PDF, HTML, Open Office or WordPerfect correctly and will get your information wrong or even discard your resume!
- PDF specifically should be avoided all together because text cannot be extracted from most of these files.

2. Do Not Use Headers or Footers

- Many software programs cannot read the information that is in headers or footers so it is best to avoid putting anything thing in those two sections.

3. Do Not Use Graphics

- Graphics with (clip art, photos, logos, anything that is a .bmp or .gif or .jpg or .png, etc.) will either be ignored or will mess up your entire resume.

4. Do Not Use Tables in Word Documents

- Software will not convert your Tables correctly messing up the information presented.

2002-2006	CEO, Coca-Cola
2006-present	CEO, Pepsi co.

- A table like that can become a jumbled mess and could interpret your data like this.

- 2002-2006
2006-present
CEO, Pepsi co.
CEO, Coca-Cola

- Stay away from tables instead use tabs to convey your data like this...

2009-Present
 Production Manager, Coco-Cola Co.
 Reduced parts inventory by 10% and blah blah blah.

2002-2009
 Site Supervisor, Pepsi Co.
 Managed key vendors and blah blah blah.

- Always have the date worked, following your position, then Company name, and then job description or skills.

- Do not put the employer street addresses, postal code, phone numbers, supervisor names, etc.). That level of detail should be reserved for references. Put the city and state after the employer name.

5. Use Generic Text and Formatting

- This means always use Arial/Times New Roman. With standard font size (10, 12 or 14)
- Also make sure you save your resume as “.txt” or plain text and see if it the formatting is still correct! Software systems always convert resumes into plain text and then read that!
- Also always omit page numbers its unnecessary to a software.

6. Always type out the company name completely

- We may know that Pepsi is a company but the computer may not. So always end the company name with its correct abbreviation such as “inc.” or “co.”

7. Always Put your Information First

- Mention your Name clearly in continuation with the First, Last and Middle name. You can use Bold/Italics while writing the name
- Do not use any special character such as (,;)/- etc. with your name.
- Do not mention your present designation or any skill set along with your name.
- Do not use extra spaces between each letter of your name.
- This is what your information should look like...

William T. Smith
103 Amie Lane
Houston, Texas 77099
713-000-7009 smithy@soandso.com

8. Do not put References! Seriously.

- References are unnecessary unless a human is going to read it.
- Provide references only when requested in a separate document.
- Details of the referee can be mixed up with the contact details of the candidate or employer if you place in your electronic resume.
- If you have to provide references as part of resume, never forget to mark the heading as **References**.
- You can define the last section of the resume as references or simply write; "References available on request"