



Electronic Resumes

As the business world continues to go paperless, electronic resumes or applying online are becoming the norm. As the job market widens, this is the most efficient way to get in front of employers. The most common categories electronic resumes fall into include ASCII, HTML, and Word.

ASCII Resume

ASCII simply means plain text or documents without the formatting enhancements – appearance doesn't matter. ASCII is beneficial because any employer can read them, no matter what kind of computer system they have. This is typically required when an employer requires you to copy and paste your resume into an online form.

To create an ASCII resume you should make a copy of your existing resume. Next you should use your SAVE AS function to save the document as a plain text or text only file. The Save As Type drop-down menu can be found under the File Name in the SAVE AS pop-up box (currently it will say word document). You may get a warning about losing your formatting, but that's okay because that's what we are trying to do.

Next you will want to close out of your word document and reopen the plain text file. You will notice that your formatting enhancements (bolding, italics, ruling lines, etc.) have been stripped from the resume. You'll want to go through and clean up any extra spaces or awkward gaps caused by tabs.

HTML Resume

This type of web resume is typically used to maintain the integrity of graphics or special formatting mostly utilized by high-tech, marketing and creative fields.

Whether it's an online eFolio or a one-page HTML resume, Web-hosting documents offer unique benefits such as HTML expandability, constant presence, appealing look and 100% compatibility.

Word Resume

The most common resume is the formatted word processing document. This type of resume is created by using a program like Microsoft Word. This type of resume can be hand delivered, faxed or sent as an attachment in email format. Do not copy and paste this document into the body of your email message – depending on the employers email system they may not be able to read the document clearly.