Electronic Resume Guide

Knowing how to format your e-resume is a key to succeeding in the online job market. This guide teaches you how to alter your paper resume so it can fly through email systems, online resume banks, and resume scanners.

This Electronic Resume Guide assumes that you already have a well-crafted hardcopy resume and cover letter that you also have on your computer. (See Resume Tips or contact your Onward Education Mentor for assistance.)

Electronic Resume Guide Contents

- Get the inside scoop on how electronic resumes make the job placement process more efficient for both employers and job seekers. Learn why keywords are so important in e-resumes, and where to place them in your resume.

- Learn the tricks of the trade for filling out online job e-forms. Find out how to get your resume and cover letter ready for posting online.

- Follow the eight steps for preparing your resume as an email able document that will arrive safely in the hands of the employer.

- Understand the pros and cons of resume scanning and what you can do to increase your chances of scanning success.

- Discover what a Web-resume is and how to email a Web-resume link to an employer.

What Is an Electronic Resume?

An electronic resume is a resume designed specifically for use on a computer. It can be:

- Read from a computer screen

- Saved on a computer hard drive or portable disk

- Sent over the Internet

- Located and used by search engines

- Searched for keywords

- Converted into other electronic file types such as database files

- Printed to paper

Because e-resumes are so versatile, they have become an essential tool for both employers and job seekers in today's job market.

The Secret to E-Resume Success: The Database

Resume databases are electronic "file cabinets." Their levels of complexity can vary from the simple storing of resumes to more sophisticated functions that allow recruiters and hiring managers to:

- Tag and later identify how each resume was received by the company

- Assign each resume one or more requisition numbers (indicating job objectives)

- Search e-resumes for specific words or sets of words (keywords)

- Rank resumes based on number of keywords

- Generate reports about resumes

The increasing value of databases lies in their ability to first store and then searches large quantities of resumes rapidly and reliably. A basic description of the database process will help you understand and use this technology to your advantage.

Inside Human Resources Departments

A typical Fortune 1000 corporation processes as many as 2,000 electronic resumes a day. Medium- and small-sized companies have also become increasingly dependent on the electronic transfer and storage of resumes, as they hook up to online resume databases or outsource job fulfillment to recruiters who use resume databases. Even nonprofit organizations receive more resumes through email than ever before.

This deluge of e-resumes requires companies and recruiting firms to employ data entry keyers to get the e-resumes into their databases uniformly. Let's look at what that data entry process entails.

Please contact us for further assistance.