

Tips for Resume Preparation in the Electronic Age

Currently a substantial number of companies are relying on technological devices such as resume scanning hardware and software to evaluate prospective personnel. This shift has already rewritten the rules for searching for work. Listed below is a compilation of helpful hints to assist applicants in resume preparation for the electronic age.

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- Stick to very common FONT on your resume and cover letter. Scanners and software have problems with fancy fonts and lines.
 - Don't use a tiny point size. Keep your point size between 10 and 14.
 - When printing for faxing, don't use anything but plain white or ivory paper. Scanners have a difficult time with color paper such as grays, mauve or blue.
 - Don't use borders because border characters often appear as "garbage" when an OCR scanner or a software program converts them to ASCII format.
 - When mailing a resume,...

Please [contact us](#) for further assistance.