

How To Create An Electronic Resume

1. Start with a plain, simple resume you can edit into the various formats you'll need.
2. Eliminate phrases that are not essential
3. Prepare keywords (nouns and phrases that highlight technical and professional skills) that reflect your expertise and experience
4. Embed keywords in your resume if they apply to your experience and training
5. Omit personal pronouns and articles
6. Use a simple font like Arial or Times New Roman
7. Avoid tabs and other spacing adjustments
8. Avoid bold, italics, script, graphics, borders and underlining
9. Use asterisks rather than bullets, they will scan better
10. If you expect your resume to be scanned use white or very light paper

Extra Tips:

1. E-mail your resume to yourself to test how it looks
2. Simplicity can be most effective
3. Always have a paper copy to bring with you to the interview