

Introduction

Large companies frequently scan resumes into a database for storage and retrieval by Key Words searches. Use a “scanner” friendly resume when emailing a resume to large companies or cut/paste resume information into an application on an employer’s web page. When emailing resumes submit two resumes - a “scanner friendly” resume in the body of the email and attach a regular formatted resume. Let the employer decide which to review.

“Scan Friendly” Resume Characteristics

- Use white or light colored paper; no non-traditional or bright colored paper
- Avoid graphics such as boxes, lines, or figures because they confuse scanners
- Use upper and lower case text – E.G., Helvetica or Arial
- No bolding, italics, or underlining text
- Use “*” or “-” as bullets instead of bullet characters in your word document
- Leave at least one inch around the edges and put your name on top of each page
- Align all text to the left margin
- Do not double space within sections
- Select “File-Save As,” change the File type to text version (.txt) and create a file name such as “resume text version”
- Faxed resumes don’t scan well; send a second hard copy by mail
- Send unfolded flat resumes with no staples; folded and stapled pages don’t scan well
- Put in relevant/key words that describe skills and knowledge related to position throughout the body of the resume
- Optional: Create a separate section of “Key Words” that summarize or describe your qualifications and/or what you are seeking



RESUME: SCANNABLE

Scannable/Email Resume Example

John Smith
1600 Holloway Ave, Apt 26
San Francisco, CA 04132
415-338-1000 Hjsmith001@sfsu.eduH

OBJECTIVE

Entry-Level Customer Support

EDUCATION

BA English, San Francisco State, May 2006

CLASSES

Composition, Public Speaking, Statistics, Psychology, Advanced Writing, Research, Phonology and Morphology, Structure of English, Language in Context

SKILLS AND ABILITIES

Customer service experience, business writing, sales, leadership, problem solving, accurate record keeping, staff scheduling, inventory maintenance, PowerPoint, EXCEL

EXPERIENCE

Shift Manager

Borders Books, Daly City

2003- Present

- * Supervised a six person shift in busy book-media retail outlet
- * Achieved shift and store sales goals for eighteen consecutive months
- * Quickly promoted from cashier to Shift Lead within four months

Tutor

Learning Assistance Center, SF State

2003-2005

- * Tutored undergraduates in English composition, teaching rules of grammar, punctuation, expository composition, and final editing
- * Cross cultural experience – worked with students from around the world and first generation college students

EXTRACURRICULAR

- * Avid outdoorsman – Trip leader, camper, hiker, and archer
- * Treasurer, SF State Chess and Shoot Club

KEYWORDS

Management, Business Administration, Marketing, Sales, Customer Service, Retail, Leadership, Hospitality, Communications, Writing, Speaking, Editing, Education, Tutor, Publications, Copy, Events, Research, Accounting, Finance, Operations, Entry-Level, Trainee

