

# High Tech Resumes

## Introduction

Increasingly, companies rely on high tech resumes to find needed employees. When they need to hire someone, they can do an electronic search of resumes by using keywords that describe the skills or job experiences they are seeking, such as French, salad chef, etc. High tech resumes have created a whole new dimension for exploring employment opportunities. While technology hasn't changed a resume's core--name and address, education, work experience, etc.--it has changed the way resumes are received and reviewed.

## What is a High Tech Resume?

An Internet resume is a high tech record of your work experience and qualifications that is designed for use in cyberspace. Its format is designed to enable the resume to travel across the World Wide Web and Internet without being distorted or losing data. Web resume data banks do not take word-processing (Word, WordPerfect, etc.) documents, so posting online requires reformatting to the plain-Jane American Standard Code for Information Interchange or ASCII (pronounced "askee") to present your qualifications in a way that is universally recognized by all computers. Electronic databases are used to store resumes, the information they contain, and as a way to scan for key words.

An electronic resume is a version of an Internet resume and is similar to a conventional resume in that it is a paper record of your occupational credentials and experience. Its content and format are specifically designed to be compatible with a computer. Some Internet sites require that you fill in "blanks" to create a resume or they make available a certain amount of space that you can use to insert your data. A scannable resume, while not truly a high tech resume, is another method used by employers to scan resumes into their data banks to be used to match resumes with job openings.

## What is an On-Line Employment Site?

On-line employment sites are cyberspace sites of recruitment that use high tech resumes. These sites may be maintained by employers or operated by commercial employment companies, not-for-profit organizations, educational institutions, craft or union organizations and other affinity groups. Using on-line employment resources doesn't require a lot of advanced computer knowledge, but it does require that the user validate the site and try to find the site with resources that best meet the users' needs. As with other Web-related sources, the on-line employment resources change rapidly--some sites are added and some sites cease to operate or change in some significant way. If you want to use an on-line employment resource, it is suggested that you secure a knowledgeable person to assist you.

### Basic Rules for Developing a High Tech Resume

These are just some basic rules for developing a high tech resume. Some sites require more specific or different information; thus criteria for specific sites should be ascertained before sending a resume. Don't forget to follow-up your electronic resume by sending **an original copy** to the prospective employer or web site. Why? Faxed and electronic resumes are sometimes hard to process accurately, thus an original copy can clear up any questions.

- A. Limit to one page; two if necessary. If a second page is used, the top left, should contain your name (in bold letters) and "Page Two." Position your name as the first readable item on the page.
- B. Scannable resumes should be on plain white copy paper (20 lb.), one side only. Crisp, dark type, such as Times, Courier or Helvetica in a font size of 12 or 14 points (some sources advise 10 point fonts) should be used. Avoid italics, underlining, shading, horizontal and vertical lines, and other fancy types. Do not use any graphics. Do not use columns as they are read as separate pages of information; diagrams, pictures and boxes also can confuse scanners. Capitalized words, bold face and solid bullets are okay. Avoid staples and folds. If you must fold, do not fold on a line of text.
- C. Use keywords; they catch a computer's attention. Firms often feed resumes to scanners that feed on key words. Because key words are often nouns--such as educational credentials, job titles--you should make sure nouns predominate, even over the traditional action verbs.  
**Hint--if you're applying for a specific, advertised job, the ad itself may contain some of the key words that will be searched.** You can also search classified ads and industry newsletters for "buzzwords" for the particular career or field in which you are interested. Use them in a three-to-eight sentence opening paragraph about your skills, experience, and education. Some experts suggest putting a "key word summary" where the career objective would customarily be.

## Sample High Tech Resume

### SUSAN SEEKER

1233 South Last Chance  
Prospect, Montana 59999  
(406)999-4444/sseeker@aol.com

*Your name, address, telephone number and e-mail address.*

### KEY WORD SUMMARY:

Entry level position that emphasizes troubleshooting problems on computers and printers; installing computers, printers and programs; and installing and removing computer components.

*Key words that a computer must see in your resume to consider you a qualified candidate for a specific position vacancy.*

### EXPERIENCE:

Prospect High School 2009-present  
Office Assistant  
+Type reports using MSO Word 2010,  
+ Contacted students in classes when needed in the main office  
+Handled incoming phone calls

*Most Recent/Current Employer and Dates of Employment*

*Position Title and Date of Employment. Describe knowledge, skills and abilities used. List accomplishments set off by 5 spaces, the plus sign, followed by one space and your text. Additional employers would be listed, in chronological order.*

### EDUCATION:

Prospect High School Graduate, June 2011  
Extensive training in Microsoft Office 2010

*List degrees, certificates and important occupational training and licenses. No tabs, separate with five spaces.*

### CLUBS, AWARDS, INTERESTS:

Business Professionals of America  
Member 2009-2011

Montana Career Association  
VP of Civic, 2010-2011

*List all professional activities, including professional and trade organizations to which you belong.*

### REFERENCES:

Available upon request