

Scannable Resume :: Guidelines

Many companies in the Portland-Metro area require applicants to submit resumes in a scannable format. These companies scan resumes for keywords and phrases and import the data into a computerized database system. This allows them to match the key words of your resume to their job description. To submit your resume in a web page text box use your scannable version.

:: Consider the following when developing your scannable resume.

- Unlike the ideal one page resume, the length of a scannable resume is not an issue. Your scannable resume should be long enough to include all descriptors and industrial jargon needed to be thorough. The database will store all key words and phrases you submit.
- Before developing your scannable resume collect and review multiple job postings for key words and phrases describing the position(s) you are seeking.
- When developing your scannable resume use the key words and phrases found in the job postings to describe your skills, experience and education. This will ensure multiple matches between your scannable resume and the job openings in a computerized database system.

:: Scanned Resume Format

- Use standard (8 1/2 x 11) (20 lbs.) weight white paper.
- Use only laser printer originals.
- Do not send dot matrix printouts, faxes or photocopies.
- Use standard fonts, for example helvetica or times new roman from 10 to 14 points.
- Do not use bold, italics, underlines, shadows or unusual fonts.
- Do not use bullets, parentheses, brackets, tabs, graphics, boxes, lines, or column formats.
- Put your name, mailing address, phone number(s) and e-mail address on separate lines at the top of the page(s).
- Do not fold or staple your resume and application materials.
- Resumes may be sent electronically directly into the employer's computer system. Check with the employer for this option.

Before submitting your scannable resume to an employer review the specific requirements of the resume database software they are using. Many companies provide an overview at their web site.

Note:: Since the scanned resume may not be attractive to human readers, applicants may wish to submit two versions of their resume.

Scannable Resume Assignment ::

Develop a scannable resume. This is not required unit for the course but we highly recommend it. Review [sample scannable resume](#).

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