

Quick Guide to an E-mailable Resume

As the Internet becomes a factor in the job search process, so does the use of email resumes. You can keep the process of creating an email resume uncomplicated by following these steps:

1. As some computer screens only read 60 columns across, set your page width to 60 characters.
2. If your resume uses bullets, replace them with * or -.
3. Remove all tabs and where space is required, use the spacebar. Use spaces to separate jobs and paragraphs.
4. Only use keyboard symbols. Avoid "em" or "en-dashes." Don't use smart quotes or mathematical symbols. The rule is, if it isn't on your keyboard, don't use it.
5. Save your file in ASCII format. Most modern day word processing programs provide this feature.
6. Save the email version under a different name so you don't overwrite your original resume.
7. To post your resume, simply open the ASCII file, save or copy it, then paste into your email. After you have completed the conversion, send an email to yourself to see how it looks.

Your email resume is not going to be as attractive as your printed one, but it will be highly effective in getting your qualifications into cyber space quickly, both in email and for posting to resume databases.