

Submitting a Scannable Resume to The Plus Group

Format

- Use white 8 1/2 x 11" paper—printed on one side only.
- Provide a laser printer original if possible. A typewritten original or a high-quality photocopy is okay. Avoid dot matrix printouts and low quality copies.
- Do not fold or staple.
- Use standard typefaces such as Helvetica, Times, and Courier.
- Use a font size of 10 to 14 points.
- Do not condense spacing between letters.
- Use boldface and/or all capital letters for section headings as long as the letters do not touch each other.
- Avoid fancy treatments such as italics, underline, shadows, and reverses (white letters on black background).
- Avoid vertical and horizontal lines, graphics, and boxes.
- Avoid two-column format or resumés that look like newspaper or newsletters.
- Place your name at the top of the page on its own line. (Your name can also be the first text on pages two and three.)
- Use standard address format below your name.
- List each phone number on its own line.

Content

- Use enough key words to define your skills, experience, education, professional affiliations, etc.
- Describe your experience with concrete words rather than vague descriptions. For example, it is better to use “managed a team of software engineers” than “responsible for managing, training.”
- Be concise and truthful.
- Use more than one page if necessary. The computer can easily handle multiple-page resumés, and it uses all of the information it extracts from your resumé to determine if your skills match available positions. It allows you to provide more information than you would for a human reader.
- Use jargon and acronyms specific to your industry (spell out the acronyms for human readers).
- Increase your list of key words by including specifics, for example, list the names of software you use, such as Microsoft Word and Lotus 1-2-3.
- Use common headings such as: Objective, Experience, Employment, Work History, Positions Held, Appointments, Skills, Summary of

Qualifications, Accomplishments, Strengths, Education, Affiliations, Professional Affiliations, etc.

- Describe your interpersonal traits and attitude. Key words could include skill in time management, dependable, high energy, leadership, and responsible, good memory.

- Do not “customize” your resumé for different positions. Provide only one resume with all relevant information. You will be considered for all openings based upon the information that you provide.