

## **RESUME REFERENCE SHEET**

As a job applicant you will need at least two (2) resume versions: a print resume and an electronic resume. When applying for some jobs, you might find that also having a web resume will be beneficial. These three (3) types of resumes are briefly described below:

### **Print Resume**

A print resume is a word-processed resume you produce on a computer. It can be printed and mailed, delivered as an attachment to an email or faxed to your prospective employer. The following formats are the ones most frequently used: Microsoft word (.doc), WordPerfect (.wpd), Rich Text format (.rtf) or Portable Document format (.pdf).

Because some word processing formatting elements don't scan well, you should carefully format your text so that you omit characters in your text that don't scan well (for example, use asterisks instead of bullets, eliminate special characters like the ampersand (&), and more. Please refer to the extensive list of resources on this page to help you with more specific information.

### **Electronic Resume**

An electronic resume is a document designed to be delivered via email, as an attached document, or attached to an online employment eform. Electronic resumes must be specifically formatted so that they can be transmitted electronically to employers, be easily read on screen and be transmitted directly to resume-tracking programs for processing. The same considerations you make when producing a print resume that will be scannable are important here. Please refer to the extensive list of resources on this page to help you with more specific information.

### **Web Resume**

A web resume is formatted in HTML so it can be posted on the Internet as a web document. It can look like an attractive print resume, with the added benefit of containing more eye-catching graphics and color. It should be specifically designed to demonstrate to prospective employers your abilities in producing this type of web product. For example web resumes can contain animated graphics and other elements to demonstrate your computer expertise.

Web resumes are most commonly used in the high-tech industry. For more information about this exciting type of resume, please refer to the sources on the "Write a Resume" page for more comprehensive information on how to create this type of resume.