

TIP SHEET

CONVERT YOUR RESUME TO ELECTRONIC FORMAT

When to convert your Resume to Text Only

There are several situations where you will need an electronic "text only" version of your resume instead of a nicely formatted version from your word processor.

The first situation is when a recruiter asks you to paste your resume into an email, rather than sending it as an attachment. (They do this to protect themselves from receiving attachments that may contain viruses.)

The second situation is when an employer has a website with a "Career," "Employment," or "Jobs" page where they encourage you to apply online by pasting your resume into a text box, rather than mailing a paper resume. They do this for speed and efficiency to avoid handling mail and paperwork. They have programs that add electronic resumes to their database, where they can search for keywords.

The third situation is when a Human Resource department routinely uses a scanner to convert all paper resumes into electronic format for their database.

If you have a resume that has been formatted to print with a professional look, it may not transfer well when converted by any of these methods. This is because word processors format in order to print, rather than to be read universally by any type of electronic system (website, email, or scanner) in current use.

How to convert your resume to Plain Text

Step 1

Open your resume document using Microsoft Word or other suitable word processing program.

Step 2

Use the "File, Save As" command, and change the "Save As Type" list from Word Document (.doc) to "text only" (.txt)." It may not look any different at first. Next, close the file and reopen it - be sure you are opening the file with the .txt file extension.

Step 3

- All formatting such as: underlining, bolding, centering, italics, bullets should be gone.
- Bullets will be replaced by asterisks (*) or dashes (-). Add them yourself if needed.
- Review the heading to ensure that the address, phone number, and email address are left-aligned and in proper order. If you had headers or footers, check what happened to them.
- Double check each line to make sure it is word-wrapped, and there are no extra spaces.

Step 4

If you want, you can do a final check by copying and pasting it into the body of an email, and send it to yourself. Review how it looks in the email when you receive it, and then make any final changes.