

## Ten Tips Regarding Electronic Resumes

According to a 2000 Statistics Canada survey, 30% of "Canadian Internet users" are utilizing the Internet to conduct their job search; including applying to employment opportunities on line. Here are 10 tips to ensure your resume can compete!

1. When applying with a company on line, follow their instructions carefully; do not skip any of the steps. Make sure to read their home page and learn everything you can about the company.
2. To prepare your resume, align your document to the left.
3. Remove all tabs and any unnecessary hard line breaks (Enter key)
4. Use plain text such as Ariel, Times New Roman or Courier
5. Use only one font type and size, preferably 10pt or 12pt
6. Never bold, underline, italic or use bullets on your resume. Capitalize headings or other pertinent information. Use "" or "-" instead of a bullet
7. Remove your references and replace them with "Available upon request"
8. Copy and paste your resume into the body of the e-mail message, unless you are requested in the job posting to attach the document in a specific file format. Most companies & recruiters prefer not to receive attachments. Some companies won't open the attached file, due to potential viruses sent in e-mail attachments. Software compatibility - If the recipient does not have the same version or software application, as your attachment, they won't be able to read your resume
9. Avoid acronyms - Spell things out
10. Use "keywords" to describe your skills

To learn more about electronic job search techniques, drop in to one of our locations to speak to an Employment Counsellor. We have a full range of resources that can assist you in your electronic job search.

If you are interested in attending a FREE 10-day work shop on this topic, please view information on our InternetWorking workshop which is offered every two weeks from our downtown location at 71 Bank Street, 5th Floor. For further information on this program, phone: 236-8244.