

Types of Resumes

When deciding what type of resume to create, you need to consider how you will be delivering the resume to the potential employer. If the resume will be submitted via an electronic method versus the traditional paper resume mailed directly to the potential employer, there are factors to be considered.

Print Resume - created using word-processing software (preferably Microsoft Word). This is the most visually appealing format; however, formatting may appear inconsistent from one computer to another. Common delivery methods are postal mail, faxing, hand delivery and email attachment.

Portable Document Format (PDF) Resume - looks virtually identical to the print resume, and keeps the formatting intact from computer to computer. This type is totally compatible across computer systems and is completely invulnerable to viruses. Creating a PDF requires special software (Adobe Acrobat is most common) which is free to download. Microsoft Word 2010 allows you to save a document as a PDF by choosing this option in the Save menu. You can't change a PDF once it is created, so the PDF conversion should take place after you are satisfied with your final resume. PDF resumes are more difficult for employers to perform keyword searches on unless special software is used. (.pdf file extension)

Scannable Resume - basically a Print Resume that an employer turns into an electronic resume by scanning it into a program that allows it to be searched by keywords. This type is being used less frequently by employers because it is more labor intensive.

Text Resume (also known as ASCII Text Resume) - preferred format for submitting resumes electronically. This resume is not visually appealing because it has virtually no formatting. It is most useful for keyword searchable databases. It is not vulnerable to viruses and is compatible with all computer programs. Common delivery methods are posting on job boards or employer websites and email attachment or pasting into the body of the email. (.txt file extension)

Web Resume (HTML Resume) - published on the web for immediate access by employers. This resume can be expanded into a web portfolio with links to sample work. Potential employers can find this resume by using Google or other search engines. This format demonstrates your design skills. You need a place to publish this resume. Some web sites offer free web space hosting or you can check with your internet service provider. (.html or .htm file extension)