



## How to ensure your resume always looks its best.

As a professional recruitment firm, a lot of our time is dedicated to the management of resumes. These resumes must be organized and entered into our database so that we can easily match them with jobs available. Because manual data entry can be time-consuming and leave room for error, we use a “resume parser” to assist us with this important task. This computer software permits us to build candidate profiles directly from Word documents and e-mails by extracting pertinent information from each and converting it into an easy-to-access database.

For this system to be as effective as possible, resumes must be written in an electronic format that is easy for a resume parser to interpret. The purpose of this document is to provide you with some things to consider when submitting your resume in an electronic version. Many times, what you have on your computer screen looks completely different after submitting online. Below are some tips and techniques we have found to help you ensure that your resume will always look and perform its best.

### Basic Contact Information:

#### Name:

Abby Bailey (recommended)

A B B Y B A I L E Y (not recommended - names should not be written in all capital letters)

#### Address Formats:

Abby Bailey

2225 Dogwood Lane

Atlanta, GA 30305 (recommended)

Abby Bailey - 2225 Dogwood Lane - Atlanta, GA - 30305 (not recommended)

### Proper Use of Dates:

10/2008 - 10/2009 (recommended)

October 2008 - October 2009 (recommended)

Oct 08 - Oct 09 (not recommended)

10-08/10-09 (not recommended - please try to not use additional characters, such as '/' or '&')

**Tip: Be consistent with the way you write the date on you resume. For example, don't write October 2009 in one area and then 10/09 in another.**

**Tip: Avoid using columns, lines, tables, boxes, special bullets or symbols, page numbers, pictures, logos, or any text created as an image. When applying online, the resume you upload needs to be as classic and traditional as possible.**

#### **Proper Use of Telephone Numbers:**

(404) 555-5555 (recommended)

404555-5555 (not recommended)

Tel: 404-555-5555 (not recommended)

Tel: 404.555.5555 (not recommended)

**\*\*Note: While including information in the headers, footers, tables, and text boxes may look good on a printed resume or in a Word document, it may not translate well in an electronic version of your resume.\*\***

#### **Properly Listing Work Experience and Education:**

One of the things we see often is when someone updates an old version of their resume and adds their current experience. Updating an older version of your resume is okay, but make sure to pay close attention to how you list your work experience. Make sure you use the same format for all company names, titles, and dates.

#### **Use Full Company Names:**

Cisco Systems, Inc. (recommended)

Cisco (not recommended)

University of Georgia (recommended)

UGA (not recommended)

Apple Computers, Inc. (recommended)

Apple (not recommended)



Is your resume parser-friendly?

Hire Profile ([www.hire-profile.com](http://www.hire-profile.com))

### Employment Section:

Full Company name (recommended)

Title (recommended)

Dates (recommended)

Duties (recommended)

### Recommended Example:

Duff Advertising

Creative Director

August 2008 - August 2009

- Oversees all aspects of product design
- Next Task
- Next Task

### Not Recommended:

Duff Advertising 450 West Ave. Atlanta

CD

08-17-08/ PRESENT

- ◇ Oversees all aspects of product design

**Tip: Special bullets and symbols do not transfer electronically and any formatting will likely be lost**

### Education Section:

University of Georgia (recommended)

UGA (not recommended)

University of Mississippi (recommended)

Ole Miss (not recommended)

### A Final Thought:

While the Hire Profile parsing technology is designed to recognize many of the non-recommended formats, not all parsers are. The tips in this document will help ensure that your resume is electronic-friendly. Try to consider that what looks good on paper, or in a Word document, may not look good electronically. Listing page numbers is a great example of something that will not transfer well into an electronic format



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