



WHAT IS A SCANNABLE RESUME?

As human resources departments become smaller, scannable resumes are becoming more popular. Scanning resumes involves sending a hard copy of a resume through a computer with an OCR (optical character recognition) program. The resume can then be read by the computer program and may be categorized or rated for positions based on specific job standards.

Keep in mind that a scannable resume is different than an on-line or e-mail resume.

WHEN SHOULD I USE A SCANNABLE RESUME?

How does one know what kind of resume to send? First of all, follow the instructions in the job description. If there are no instructions, consider the size of the company. Virtually all of the Fortune 500 companies and many high-tech companies have scanners. Today, even medium-sized companies that tend to receive a high volume of resumes are using scanners. If you are still unsure, visit the employer's web site for resume information. If you cannot find it, call or email the company and ask.

TIPS TO MAKE THE MOST OF A SCANNABLE RESUME

One way to improve the chances that your resume will be noticed is to use the same words and phrases found in the employment ad. Also, ask the human resources department for a job description or look for the description on their web site so you can tailor your resume to fit the position. Scannable resumes in which nouns, short phrases and concrete words have been used are more successful in being noticed by the computer. (This is different than a traditional resume where the emphasis is on verbs.) It is good to be specific about your abilities. Also, always include the types of hardware and software with which you are familiar.

The following guidelines will help you to create a scannable resume that will be easily recognizable by scanning hardware and software.

- Use 8 ½" x 11" white or very light colored paper with no background or pattern.
- Print on one side of the paper only.
- Do *not* use a two-column format. OCR scanner programs read from left to right and do not understand columns.

- Left justify text. (Do not use tabs.)
- Put name, address, telephone number and email address on separate lines at top of resume.
- If your resume is more than one page, place your name at the top of each additional page.
- Maximize the use of key phrases and nouns, such as industry and job specific skills, certifications and accomplishments.
- Use 11 to 14 point font that is not overly decorative; a sans serif font such as Helvetica or Arial is a good choice. Avoid scripts. Do not vary size and type of fonts.
- Maximum number of characters per line should average 65.
- Leave generous areas of white between sections and use ample margins.
- Avoid underlining, graphics, shading, bullets, italics, bold-faced text and other fancy components.
- Avoid horizontal and vertical lines, borders, boxes, parentheses and brackets.
- Avoid abbreviations unless they are widely known or common to the industry.
- Avoid compressed lines of text.
- Use capital letters to emphasize headings and key words.
- Print from a high quality printer such as a laser or ink jet printer.
- Always send originals, no photocopies. Faxing is not recommended. The quality of some faxes is not clear enough for a scanner.
- Do not fold or staple resume.

Resource: <http://www.sc.edu/career/pdf/scanresume.pdf>

SAMPLE SCANNABLE RESUME

Megan Helen Timms

Current Address:

1234 Lee Road 137, #123/Auburn, AL 36832
334.502.1234
timmsmh@auburn.edu

EDUCATION

Auburn University; Auburn, AL; December 2003
Bachelor of Science; Human Development and Family Studies; GPA 3.66; Magna Cum Laude
Southern Union State Community College; Wadley, AL; 2001
Associate of Science; GPA 3.63

EXPERIENCE

Women's Hope Medical Center; Volunteer and Intern; Auburn, AL; March 2003 – present
* Organize donations records in Microsoft Excel and created nametags in Microsoft Publisher
* Assist patients by providing parenting videos and homework
* Completed 18 hours of counselor training, 450 hours as intern, and 40 hours as volunteer
* Shadowed counselors with 20+ years of experience counseling women in crisis pregnancy situations

Research Assistant for a Doctoral Candidate; Practicum; Auburn, AL; January – May 2003

- * Analyzed and entered data
- * Performed Q-sorts
- * Determined indicators of inter-relationship violence

Auburn University Early Learning Center; Volunteer; Auburn, AL; August – December 2002

- * Created lesson plans and implemented them in the classroom
- * Provided a safe and positive environment for children to learn
- * Maintained records of children's progress throughout the semester

Auburn University Marriage & Family Therapy Center; Practicum; Auburn, AL; May – August 2002

- * Entered data through weekly supervision and consultation
- * Participated in research on marital and family conflict
- * Studied evaluations of counseling techniques

East Alabama Medical Center; Child Life Volunteer; Opelika, AL; January – May 2002

- * Provided play therapy
- * Gave emotional support to families
- * Kept journal of all events
- * Taught parents preventative measures and gave ideas for quality family time during stay

Emerging Home Care Pharmacy; Employee; Roanoke, AL; July 1999 – May 2001

- * Assisted patients in receiving medication
- * Helped organize and store prescriptions
- * Ensured satisfaction and medication knowledge

HONORS/ACTIVITIES

Auburn University
International Quality of Life Awards; New York, NY; Auburn HDFS Department Representative
CFLE License (Certified Family Life Educator)

Gamma Sigma Delta (Agriculture Honor Society): Top 15% GPA
Golden Key International Honor Society: Top 15% GPA of Auburn University
Kappa Omicron Nu: Top 15 % GPA of College of Human Sciences

Southern Union State Community College
Student Government Association: President 2000/2001
Phi Beta Kappa Honor Society: Top 15% GPA
Show Choir scholarship recipient and choir member

KEY SKILLS/INTERESTS

Proficient in Windows XP and Microsoft Word, Office, PowerPoint, and Publisher
Traveled to over thirty U.S. states, Central America, and the Caribbean
Served as missionary to a Children's Orphanage in Honduras