



# Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier . . . .

Probably one of the best resources on the Web for Job/Career information is the Riley Guide. The page recommended [here](#) gives basic information and tips for dealing with resumes in the online world. There is discussion of formatting, posting and privacy issues. This is a highly recommended source!

The screenshot shows a Windows Internet Explorer browser window displaying the Riley Guide website. The address bar shows the URL <http://www.rileyguide.com/eresume.html>. The page title is "Prepare Your Resume for Email and Online Posting: The Riley Guide". The main content area features a large red oval around the text "Prepare Your Resume for Email and Online Posting". The page includes a navigation menu on the left, a "Sponsored Links" section on the right, and a footer with copyright information.

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**The Riley Guide: Resumes & Cover Letters or How to Job Search**

May 2012

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[The Internet-Ready Resume](#) | [Rules for Responding Online](#) | [Posting your Resume: Placement vs. Privacy](#)

This article is available in [Bulgarian](#), courtesy of Albert Ward.

You'll also want to see our pages on [Preparing A Perfect Plain Text Resume](#) and [Help With Your Resume](#). We also have information on [Using Employment Kiosks and Online Job Applications](#).

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start Prepare Your Res... Tuesday's Tip -Ju...

Internet 115% 10:49 AM Thursday

From the author of  
The Complete  
Idiot's Guide to the *Best!*  
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## The Internet-Ready Resume

[Resume Versions to Prepare](#) | [Why Plain Text?](#) | [What about HTML?](#)

Many people still think the resume you put online is not the same document that you created to print out and mail to prospective employers or hand to interviewers. **This is untrue.** You do not need a different resume, you only need to alter the format of your resume to make it easy for you to post, copy and paste, or email it to employers.

When done correctly, your well-written, well-prepared resume will contain all of the necessary keywords to attract attention whether it is being scanned into a resume system, indexed and searched online, or read on paper by a real human.

### Resume Versions to Prepare

Job search experts recommend you keep duplicates of your resume in each of these versions or formats.

1. A **Print Version**, designed with bulleted lists, italicized text, and other highlights, ready to print and mail or hand to potential contacts and interviewers.
2. A **Scannable Version**, a less-designed version without the fancy design highlights. Bulleted lists are fine, but that's about the limit.
3. A **Plain Text Version**, a plain text file ready to copy and paste into online forms or post in online resume databases. This might also be referred to as a Text-Only copy.
4. An **E-mail Version**, another plain text copy, but this one is specifically formatted for the length-of-line restrictions in e-mail. This is also a Text-Only copy.

This is the same document presented in four ways, each formatted for a specific delivery purpose.

### Why Plain Text?

You could just use the forms most databases provide to build your resume in their system, but resume expert and author [Susan Ireland](#) doesn't recommend you do this for several reasons.

1. **Spell-check:** Preparing your resume in advance using your own word processing program allows you to spell-check your resume and revise it as needed until you are happy with it.
2. **Format:** Most online forms and builders insist on a chronological resume, which focuses on work history. Career changers who would prefer a functional resume with its emphasis on skills will be at a disadvantage.
3. **Reusability:** If you build it in their database using their form, you've done a lot of work for only one site, which means you will have to repeat your effort for every database you encounter. *That's a lot of typing!* Prepare it in advance on your own computer and you have it to use as much as you like.

We have instructions on [converting your Word document to 2 different Plain Text documents](#) suitable for pasting in to email and posting in

niche sites

[Search jobs in healthcare and other job search engines at JustJobs.com](#)