

# ***SCANNABLE RÉSUMÉS***

# *Why a Scannable Résumé?*

1. Scannable résumé databases allow companies to search through a larger number of applicants.
2. Internet technology is more cost effective for employers; they do not need to spend as much time looking at résumés.
3. More and more companies are requiring applicants to forward a scannable résumé.

# What is a Scannable Résumé?

A **scannable** résumé can be scanned into a computer using imaging technology.

It allows employers to search for applicants using keywords.

## **JOHN Q. JOBSEEKER**

Boiler@purdue.edu

### **Current address**

420 Boilermaker Ave Apt 22  
West Lafayette, IN 47906  
765 555 – 2424

### **Permanent address**

2800 N Credibility St  
Fort Wayne, IN 46825  
260 555 – 1234

### **OBJECTIVE**

A fulltime position developing management information systems in the banking industry, which will allow me to apply my database development and financial analysis skills

### **EDUCATION**

Purdue University West Lafayette IN  
Bachelor of Science in Management  
Minor: Management Information Systems MIS  
GPA 3.6 / 4.0  
Major GPA 3.8 / 4.0  
Graduation May 2006

# *Electronic, Email, and Web Résumés*

## **Electronic Résumé**

- A résumé that is written into a text box provided by the company or job search site
- Generally written in very simple text and saved as an ASCII or text-only file

## **Email Résumé**

- A résumé that is written in plain text and can be sent as an attachment or in the email frame

## **Web Résumé**

- A résumé that is published onto a web site or page using graphics and hypertext

# *Lifecycle of the Scannable Résumé*

1. Once it reaches the company, it is scanned into a database. The computer takes a picture and creates another version.
2. A software like ResTrack or Resumix extracts words and dates from the new version that can be searched by employers.

# *Important Reminders*

- You still want your résumé to be organized in a way that emphasizes your strengths.
- Keep your skills, experience, education, honors/activities, and objective statement or summary of qualifications.

# *What to Avoid*

## A scanned conventional resume:

### **QuALIFICATIONS:**

**Two years expen'eice as production eiigmeer \*Ln a large petrochenu'ral plant n  
@rorimental treatment systems design**

**Two years expenence as process engineer in e VIcess markets**

**Two years enpen'ence as indust'al marketing manager m OEK distributor, and  
cherru'ca pro**

**Excellent Interpersonal and conunuru'cations skills; reconunended for future  
supervisory and leadership positions**

# General Format

- Left justify the entire document
- Avoid punctuation as much as possible
- Avoid vertical and horizontal lines, graphics, and boxes
- Do not fold or staple
- Use only those abbreviations that are familiar with your field of study

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### **SIGNIFICANT COURSES**

Database Management Systems  
Applied Systems Analysis and Design  
Decision Support and Expert Systems  
Computer Communications Systems  
These are all graduate level courses



# *Avoid Punctuation*

- If the computer is conducting a word search, it might not recognize the word **leader** if it is presented as **leader,**
- No piece of punctuation should ever touch a word.

# *Without Punctuation*

- Punctuation can affect the employer's ability to find matching terms in a keyword search.

## **CAREER OBJECTIVE**

- A position in business management with an interest in computers and banking emphasizing management information systems teamwork and customer service

- Use fonts like Times New Roman, New Century, Courier, Helvetica, and sometimes Palatino
- Font size should be between 10-12
- Avoid fancy font styles such as *italics*, underline, and shadows.
- **Boldface** and CAPITAL letters are acceptable provided that the letters do not touch each other
- Provide white space between words
- Avoid condensing the spaces between letters and lines

# Addresses

- When including more than one address, place one on top of the other
- Using side by side columns will cause the lines to be misplaced and garbled

## Campus Address

Ernest Hemingway  
Young Graduate  
House 2A  
West Lafayette, IN  
47906  
765-494-3723

## Home Address

Ernest Hemingway  
2000 Sunshine Blvd.  
Fisherman's Way,  
USA  
555-555-5555

# *Use Nouns Instead of Active Verbs*

For example, if an employer is looking for a **“graphic designer”** that created **“brochures”** and **“multimedia presentations”**

## **Conventional résumé**

Developed promotional materials and brochures, created multimedia presentations, ...

## **Scannable résumé**

Graphic designer creating four color brochures multimedia presentations and newspaper ads

# *Keywords*

- Keywords are the most important aspect of the scannable résumé.
- Incorporating words that are commonly used within the industry and indicate your personal work skills increase the chances of having your résumé read.

# *Examples of Keywords*

| <b>Keywords for a mechanical engineer</b> | <b>Using them as nouns</b>  |
|-------------------------------------------|-----------------------------|
| Manufacturing                             | Manufacturing Supervisor    |
| Design                                    | Design Assistant            |
| Production                                | Production Manager          |
| Injection                                 | Injection Molding Inspector |
| Assembly Line/Assemble Machines           | Assembly Line Supervisor    |

## **Manufacturing Intern**

- Wabash National 1998 2000
  - Production assistant for quality assurance
  - Injection molding inspector
  - Machine assembly



# *Keyword Summary*

- It can be included on a second page or in place of the skills statement at the top of the résumé.
- Keywords for a person seeking entry level position:
- **Systems engineering Bachelor of Science degree  
Experience with power engineering consulting firm and  
municipal utility Research in human machine interface  
of maintenance subsystem designs and procedures Staff  
budget and inventory manager for small business**

# *Where Can I Get Help?*

- **Contact the company**
- Human resource departments are excellent resources for your résumé information.
- It is acceptable to contact them. They may provide you with specific formatting instructions for scannable résumés.

# ***THANK YOU***

Both the Online Writing Lab and On-Campus Writing Lab are great resources to support you in visual rhetoric like PowerPoint. You can discuss your presentation with a trained consultant at any stage of the process.

Schedule an Appointment:

- The second floor of Krach
- owl.purdue.edu
- (765) 494-3723