Basics of a scannable resume

Author : Karen Watson

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What is a scannable resume?

Numerous companies use databases in order to quickly and efficiently match job openings with qualified candidates. They perform their search utilizing keywords and phrases that describe the skills and education required for the position. A resume that is drafted specifically for this purpose, is known as a scannable or a text resume. It is a document that is formatted in a manner that all the data contained in the resume can be scanned and loaded into electronic programs easily. It is by far one of the most useful tools today for both job seekers and employers looking for the right people to fill important positions within the company.

Given this, it becomes extremely important to follow certain rules while drafting a scannable resume:

1. **Terms and acronyms:** Familiar industry terms and acronyms that best describe your skills and experience must be used in order that your resume is more accessible to prospective employers, it is noticed, and is considered.
2. **Format:**
    a. ***Font:*** The font that is used for the text should be given a lot of importance. While it may be nice to look at, a fancy font has all the chances of being misinterpreted. You need to go with the basic types that are used for general business correspondence even though the finished product may look somewhat plain. Further, the size of the font needs to be within an acceptable business writing range. Too large or too small fonts could result in blank sections on the scanned document.
    b. ***Bullets, Italics, and Underlining:*** Such things should be avoided as much as possible if you want all the information on the resume to be accessible by the search engine. Symbols and variations on text can sometimes cause problems that will prevent your resume from being rated as the search criteria. You need to keep the format as simple as possible.
3. **Paper:** The type of paper you use also plays a role in the successful image capture of your text resume. Make sure to use only black ink and paper that is white, ecru or a very pale grey. Colors generally create dark spots on the image of the resume which translates into loss of important data and reduces your chances of being noticed.

While crafting a scannable resume, you need to make sure that you follow the above rules. Although drafting a scannable resume would involve making changes in your resume writing habits, making these simple concessions is well worth the time and effort, if means to win you a chance at the job of your dreams.